

## **AGENDA ITEM SUMMARY**

### **LEXINGTON SELECT BOARD MEETING**

#### **AGENDA ITEM TITLE:**

FY2023 Proposed Budget - Land Use Presentation

#### **PRESENTER:**

Carol Kowalski, Assistant Town  
Manager for Development

#### **ITEM NUMBER:**

I.1

#### **SUMMARY:**

*No vote is requested for this agenda item.*

Review preliminary FY2023 budget for the Land Use, Health and Development Department.

#### **SUGGESTED MOTION:**

#### **FOLLOW-UP:**

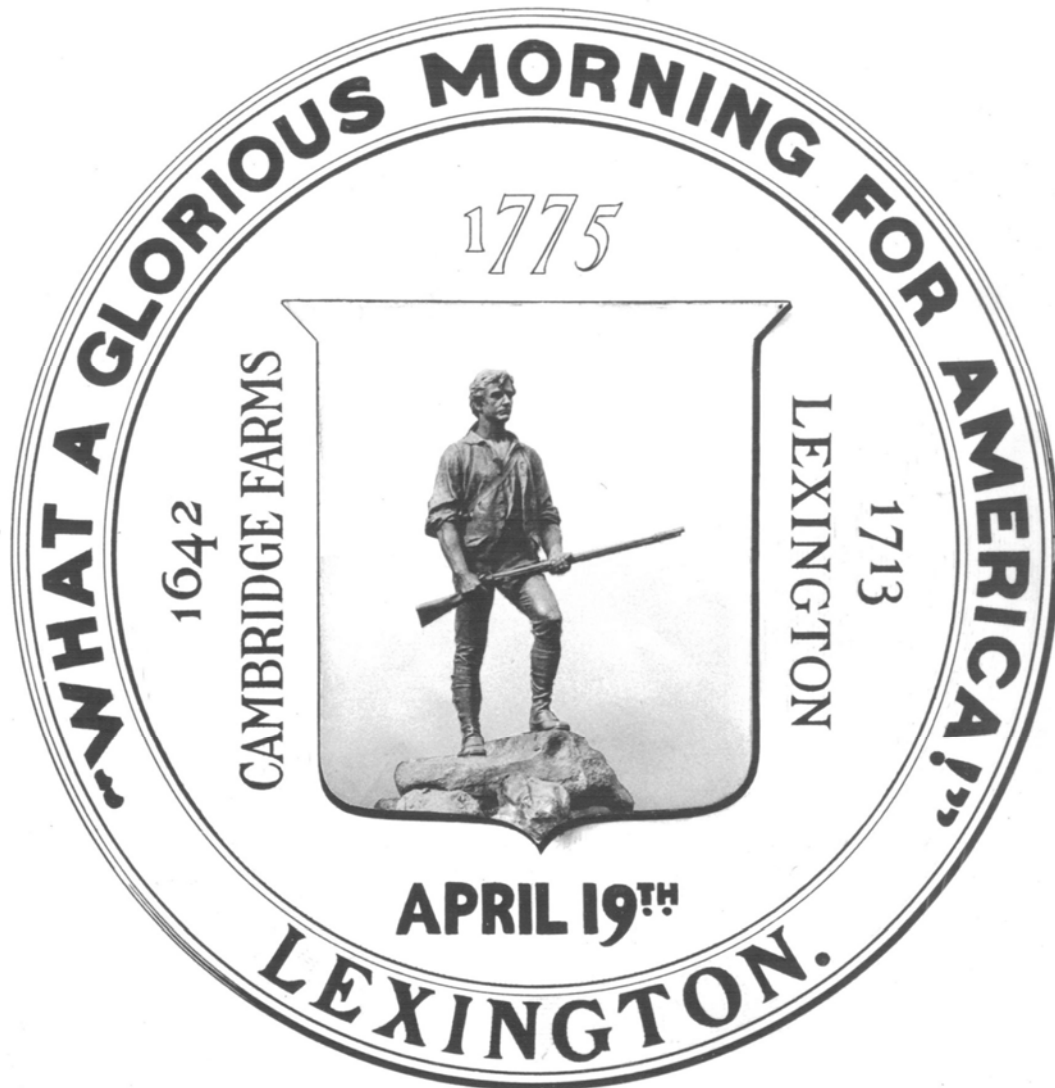
#### **DATE AND APPROXIMATE TIME ON AGENDA:**

12/7/2021

4:00pm

#### **ATTACHMENTS:**

Description	Type
 Presentation - Land Use FY2023 Proposed Budget	Presentation



Land Use, Health and Development Department  
Requested Budget  
Fiscal Year 2023

Submitted by:  
Carol Kowalski, Assistant Town Manager for  
Development

Select Board Presentation  
December 7, 2021



## Town of Lexington

### FY2023 Budget Development

## Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Mission:** The Land Use, Health and Development Department includes those offices that manage and promote residential and commercial development in Lexington while protecting the health and safety of residents through local bylaws and regulations, as well as state statutes and regulations, in the areas of public health, building code, zoning, wetland protection, economic development and land-use. The department was developed during the FY2016 budget process and is under the direction of an Assistant Town Manager for Development. The revised structure has enabled the Town to further streamline code enforcement, program and policy development, and outreach and educational activities related to commercial, residential and public development and local public health.

**Budget Overview:** The total All Funds Land Use, Health and Development FY2023 budget of \$3,260,590 is a \$170,840 or 5.53% increase from FY2022. Personal Services are increasing \$113,195, or 4.87% and expenses are increasing \$57,645, or 7.53%. The General Fund budget of \$2,852,125 is a \$158,136, or 5.87% increase from FY2022, with Compensation increasing 6.31%, and Expenses increasing 4.05%.

The Land Use, Health and Development Department comprises: Administration, Building and Zoning, Conservation, Public Health, Planning and Economic Development.

The **Administration Division** provides management oversight and administrative support to all divisions comprising the Land Use, Health and Development Department.

The **Building and Zoning Division** is responsible for enforcing the State building, electrical, gas, and plumbing codes, the local zoning bylaw, and Architectural Access Board Regulations.

The **Conservation Division** is responsible for administering and enforcing the State and local wetland protection codes and the State Stormwater Management Regulations, planning for, managing, and coordinating stewardship over 1,400 acres of Town-owned conservation land, and providing outreach and education concerning natural and watershed resources.

The **Health Division** is responsible for enforcing State and local health codes, administering health screening and vaccination programs, evaluating community health needs and developing intervention programs to prevent disease and disability. In addition, the Health Division is responsible for public health emergency preparedness and response activities as well as climate resilience, specifically assessing and developing policy on the risk and impact to public health of climate change.

The **Planning Office** supports the Planning Board in the implementation of the Comprehensive Plan, the administration of the Subdivision Regulations, the determination of adequacy of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits within the CM District, and the review of planned development district proposals that go to Town Meeting. In addition, the staff engages in short and long-term planning in regard to growth and development issues in Lexington, being active participants in various committees dealing with issues of transportation, affordable housing and economic development, as well as participating in regional and statewide initiatives.

The **Economic Development Division** works to encourage new investment and to support local businesses. It serves as a liaison for businesses and works to address business-related issues from parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, supporting a visitor-based economy, and leveraging State economic development tools and resources designed to improve the business environment. The Economic Development Office also supports the visitor-based economy through tourism marketing and programs such as the Liberty Ride Trolley Tour, the Battle Green Walking Tours, and the Visitors Center retail operations.

<b>Program Improvement Requests</b>	<b>Division</b>	<b>Comp.</b>	<b>Expenses</b>	<b>Benefits</b>	<b>Total</b>
ACROSS Lexington Brochures	Admin.	\$ —	\$ 5,000	\$ —	\$ 5,000
Increase Public Health Nurse to Full-time	Health	\$ 34,681	\$ —	\$ 1,503	\$ 36,184
Senior Planner	Planning	\$ 90,000	\$ —	\$ 17,697	\$ 107,697
Visitors Center Assistant Manager (PT to FT)	Econ. Dev.	\$ 57,538	\$ —	\$ 17,226	\$ 74,764
<b>Total 7000 by Request</b>		<b>\$ 182,219</b>	<b>\$ 5,000</b>	<b>\$ 36,426</b>	<b>\$ 223,645</b>

## Budget Summary - General Fund

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$(709,547)	\$(1,084,948)	\$901,089	\$624,025	\$(277,064)	(30.75)%
TDM Stabilization Fund	\$46,000	\$46,000	\$46,000	\$46,000	\$0	—%
Center Impr. District Stab. Fund	\$27,000	\$0	\$0	\$0	\$0	—%
Fees & Charges						
Departmental Fees	\$80,873	\$70,022	\$49,200	\$76,900	\$27,700	56.30%
Licenses & Permits	\$2,711,117	\$3,213,684	\$1,697,700	\$2,105,200	\$407,500	24.00%
<b>Total 7100-7400 - General Fund</b>	<b>\$2,155,443</b>	<b>\$2,244,758</b>	<b>\$2,693,989</b>	<b>\$2,852,125</b>	<b>\$158,136</b>	<b>5.87%</b>

Appropriation Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$1,828,944	\$1,903,721	\$2,171,252	\$2,308,238	\$136,986	6.31%
Expenses	\$326,499	\$341,037	\$522,737	\$543,887	\$21,150	4.05%
<b>Total 7100-7400 - General Fund</b>	<b>\$2,155,443</b>	<b>\$2,244,758</b>	<b>\$2,693,989</b>	<b>\$2,852,125</b>	<b>\$158,136</b>	<b>5.87%</b>

Level-Service Requests (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Total 7110 Building & Zoning	\$609,689	\$561,393	\$640,862	\$659,173	\$18,311	2.86%
Total 7120 Administration	\$429,696	\$431,375	\$553,500	\$564,150	\$10,650	1.92%
Total 7130 Conservation	\$214,574	\$197,387	\$255,027	\$258,880	\$3,853	1.51%
Total 7140 Health	\$252,755	\$301,634	\$400,951	\$427,884	\$26,933	6.72%
Total 7200 Planning	\$323,020	\$375,185	\$434,992	\$521,240	\$86,248	19.83%
Total 7300 Economic Development	\$325,708	\$377,784	\$408,657	\$420,798	\$12,141	2.97%
<b>Total 7100-7400 - General Fund</b>	<b>\$2,155,442</b>	<b>\$2,244,758</b>	<b>\$2,693,989</b>	<b>\$2,852,125</b>	<b>\$158,136</b>	<b>5.87%</b>

Object Code Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$1,816,122	\$1,887,074	\$2,136,687	\$2,273,224	\$136,537	6.39%
Overtime	\$12,822	\$16,648	\$34,565	\$35,014	\$449	1.30%
<i>Personal Services</i>	<i>\$1,828,944</i>	<i>\$1,903,722</i>	<i>\$2,171,252</i>	<i>\$2,308,238</i>	<i>\$136,986</i>	<i>6.31%</i>
Contractual Services	\$180,715	\$239,506	\$374,526	\$468,176	\$93,650	25.00%
Utilities	\$10,062	\$10,674	\$13,111	\$13,561	\$450	3.43%
Supplies	\$135,723	\$90,856	\$135,100	\$62,150	\$(72,950)	(54.00)%
Small Capital	\$0	\$0	\$0	\$0	\$0	—%
<i>Expenses</i>	<i>\$326,500</i>	<i>\$341,036</i>	<i>\$522,737</i>	<i>\$543,887</i>	<i>\$21,150</i>	<i>4.05%</i>
<b>Total 7100-7400 - General Fund</b>	<b>\$2,155,444</b>	<b>\$2,244,758</b>	<b>\$2,693,989</b>	<b>\$2,852,125</b>	<b>\$158,136</b>	<b>5.87%</b>

## Budget Summary - Revolving Funds\*

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Residential Engineering Review Revolving Fund	\$0	\$57,600	\$57,600	\$57,600	\$0	—%
Health Programs Revolving Fund	\$22,654	\$21,342	\$45,000	\$45,000	\$0	—%
Liberty Ride Revolving Fund	\$125,800	\$790	\$104,000	\$104,000	\$0	—%
Visitor Center Revolving Fund	\$39,309	\$74,242	\$247,000	\$260,000	\$13,000	5.26%
<b>Total 7100-7400 - Rev. Funds</b>	<b>\$187,763</b>	<b>\$153,974</b>	<b>\$453,600</b>	<b>\$466,600</b>	<b>\$13,000</b>	<b>2.87%</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
<b>7110 - Residential Engineering Review</b>	<b>\$0</b>	<b>\$0</b>	<b>\$57,600</b>	<b>\$57,600</b>	<b>\$0</b>	<b>—%</b>
Expenses	\$0	\$0	\$57,600	\$57,600	\$0	—%
<b>7140 - Health Programs</b>	<b>\$45,719</b>	<b>\$27,352</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$0</b>	<b>—%</b>
Expenses	\$45,719	\$27,352	\$45,000	\$45,000	\$0	—%
<b>7140 - Lab Animal Permits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>—%</b>
Expenses	\$0	\$0	\$40,000	\$40,000	\$0	—%
<b>7320 - Liberty Ride</b>	<b>\$139,510</b>	<b>\$0</b>	<b>\$104,000</b>	<b>\$104,000</b>	<b>\$0</b>	<b>—%</b>
Compensation	\$41,715	\$0	\$14,000	\$14,000	\$0	—%
Expenses	\$97,795	\$0	\$90,000	\$90,000	\$0	—%
<b>7340 - Visitor Center</b>	<b>\$44,359</b>	<b>\$59,470</b>	<b>\$246,761</b>	<b>\$259,465</b>	<b>\$12,704</b>	<b>5.15%</b>
Compensation	\$18,459	\$26,501	\$138,541	\$114,750	\$(23,791)	(17.17)%
Expenses	\$25,899	\$32,970	\$108,220	\$144,715	\$36,495	33.72%
<b>Total 7100-7400 - Rev. Funds</b>	<b>\$229,588</b>	<b>\$86,822</b>	<b>\$453,361</b>	<b>\$466,065</b>	<b>\$12,704</b>	<b>2.80%</b>

Appropriation Summary (All Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$1,889,118	\$1,930,222	\$2,323,793	\$2,436,988	\$113,195	4.87%
Expenses	\$495,913	\$401,359	\$765,957	\$823,602	\$57,645	7.53%
Benefits	\$0	\$0	\$0	\$0	\$0	—%
<b>Total 7100-7400 - All Funds</b>	<b>\$2,385,031</b>	<b>\$2,331,581</b>	<b>\$3,089,750</b>	<b>\$3,260,590</b>	<b>\$170,840</b>	<b>5.53%</b>

# Departmental Budget Requests

Program: 7000

Land Use, Health and Development Department

<i>Authorized/Appropriated Staffing</i>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Assistant Town Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Administration Dept Office Manager	1	1	1	1
Administration Dept Assistants	4	4	4	4
Economic Development Director	1	1	1	1
Economic Development Coordinator	1	1	1	1
Visitor Services Manager	1	1	1	1
Visitor Center Staff (6PT)	4.75	4.75	4.75	4.75
Visitor Center PT Assistant Manager	0.56	0.56	0.56	0.56
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Liberty Ride Coordinator	0.7	—	—	—
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Planning Dept. Assistant	1	1	1	1
Conservation Director	1	1	1	1
Conservation Coordinator	1	1	1	1
Land Use Ranger	0.25	0.25	0.25	0.25
Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Public Health Director	1	1	1	1
Assistant Public Health Director*	—	—	1	1
Public Health Agents*	1	2	1	1
Public Health Nurse**	0.6	0.6	0.6	0.6
Building Commissioner	1	1	1	1
Asst Building Commissioner	1	1	1	1
Building Inspectors	1	1	1	1
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspectors	1	1	1	1
Part-time Electric Inspector***	0.24	0.24	0.24	0.24
Part-time Plumbing Inspector***	0.14	0.14	0.14	0.14
Part-time Building Inspector***	0.38	0.38	0.38	0.58
Total FTE	31.62	31.92	31.92	32.12
Total FT/PT	23FT/11PT + Seasonal	24FT/10PT + Seasonal	24FT/10PT + Seasonal	24FT/10PT + Seasonal

## Explanatory Notes:

\*A second Health Agent was funded in FY2021 via a program improvement. They were later reclassified to an Assistant Health Director.

\*\*The full-time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY2009.

\*\*\*The hours budgeted for part-time inspectors are filled by multiple individuals, as available. The FY2023 increase supports expanded responsibilities of the department, particularly for short-term rentals and expanded commercial developments.



# Town of Lexington

## *FY2023 Budget Development*

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7110 Building & Zoning **Element:** 7110 Building & Zoning

**Budget Description:** The FY2023 Building and Zoning budget request reflects a \$18,311, or 2.86% increase from the FY2022 appropriated budget. Compensation increases by \$18,311 or 3.09% due to contractually obligated step increases, as well as the addition of 52 days per year of per diem inspections to support the division's expanded workload. Expenses are level-funded.

#### Division Goals:

1. Continue the efforts to improve and administer the online permitting system, helping applicants obtain their permits. The ViewPoint Cloud permit system requires all building, zoning, electrical, plumbing and gas permits to be applied for electronically. This permitting system allows applicants to do much of their work from their office or home, thereby saving time and money from having to visit the Town offices.
2. Scan all the historical building, wiring, plumbing and gas permit records.
3. Permit, inspect, monitor and ensure code compliance for the first high-rise building constructed in Lexington at 440 Bedford Street. This building is 120 feet tall and will be a major construction project in a highly visible and congested area of town.
4. Add capacity to perform more inspections to the current work load of the Building Inspectors. This will be for the review, permitting, inspection and enforcement of the new Short-Term Rental zoning bylaw; the proposed fence/wall zoning bylaw; as well as the recently approved noise construction limits. This is supported by the addition of 52 days of funding for per diem inspectors.
5. Assist the planning office in amending the zoning bylaw to address heights and setbacks of walls and fences in residential districts.
6. Support the Town's efforts to Increase the building permit fees for commercial construction from \$12 per thousand to \$15 per thousand. If increased, the high-rise building at 440 Bedford street alone, would increase revenue about \$100,000.



### Budget Data (by Object Code) - General Fund

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$526,761	\$525,373	\$537,390	\$542,821	\$5,431	1.01%
514000	Other Compensation	\$0	\$0	\$500	\$500	\$0	—%
514090	Longevity	\$559	\$903	\$2,200	\$1,700	\$(500)	(22.73)%
513000	Overtime	\$5,096	\$5,633	\$6,339	\$6,422	\$83	1.31%
511010	Part-Time Wages	\$49,918	\$6,011	\$45,843	\$59,140	\$13,297	29.01%
<i>Subtotal Compensation</i>		\$582,334	\$537,920	\$592,272	\$610,583	\$18,311	3.09%
520000	Contract Services	\$0	\$6,293	\$6,250	\$6,250	—	—%
538080	Printing & Forms	\$858	\$365	\$880	\$880	—	—%
530000	Professional Services	\$2,573	\$5,120	\$10,000	\$10,000	—	—%
538010	Advertising	\$0	\$0	\$200	\$200	—	—%
572000	Mileage	\$112	\$0	\$200	\$200	—	—%
578010	Binding & Archiving	\$0	\$0	\$14,500	\$14,500	—	—%
530060	Prof Dev & Training	\$724	\$322	\$0		—	—%
571000	Travel	\$992	\$344	\$300	\$300	—	—%
530040	Sem./Workshops/Conf.	\$185	\$2,885	\$4,310	\$4,310	—	—%
534030	Mobile Devices	\$3,610	\$3,580	\$3,600	\$3,600	—	—%
531030	Gasoline/Diesel	\$2,025	\$2,403	\$3,200	\$3,200	—	—%
558000	Supplies	\$720	\$118	\$1,500	\$1,500	—	—%
542000	Office Supplies	\$13,545	\$0	\$0		—	—%
573000	Membership/Dues	\$671	\$620	\$1,400	\$1,400	—	—%
558010	Clothing & Safety Equipment	\$1,339	\$1,422	\$2,250	\$2,250	—	—%
<i>Subtotal Expenses</i>		\$27,354	\$23,472	\$48,590	\$48,590	\$0	—%
<b>Total 7110 Building &amp; Zoning</b>		<b>\$609,688</b>	<b>\$561,392</b>	<b>\$640,862</b>	<b>\$659,173</b>	<b>\$18,311</b>	<b>2.86%</b>

### Budget Data (by Object Code) - Revolving Fund

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
530000	Professional Services	\$0	\$0	\$57,600	\$57,600	\$0	—%
542000	Office Supplies	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Residential Engineering Review Revolving Fund</i>		\$0	\$0	\$57,600	\$57,600	\$0	—%
<b>Total 7110 B&amp;Z (All Funds)</b>		<b>\$609,689</b>	<b>\$561,393</b>	<b>\$698,462</b>	<b>\$716,773</b>	<b>\$18,311</b>	<b>2.62%</b>



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7110 Building & Zoning **Element:** 7110 Building & Zoning

<i>Authorized/Appropriated Staffing</i>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Building Commissioner	1	1	1	1
Asst. Bldg. Commissioner	1	1	1	1
Building Inspectors	1	1	1	1
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspector	1	1	1	1
Part-time Electric Inspector*	0.24	0.24	0.24	0.24
Part-time Plumbing Inspector*	0.14	0.14	0.14	0.14
Part-time Building Inspector*	0.38	0.38	0.38	0.58
Total FTE	6.76	6.76	6.76	6.96
Total FT/PT	6FT/3PT	6FT/3PT	6FT/3PT	6FT/3PT

\*The hours budgeted for part-time inspectors are filled by multiple individuals, as available. The FY2023 increase supports expanded responsibilities of the department, particularly for short-term rentals and expanded commercial developments.



# Town of Lexington

## *FY2023 Budget Development*

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7120 Administration **Element:** 7120 Administration

**Budget Description:** The FY2023 Administration budget reflects a \$10,650, or 1.92%, increase from the FY2022 budget. This reflects an increase of \$10,850 or 2.16% in compensation for contractually obligated step increases, offset by a decrease of \$(200) or (0.40)% in expenses.

#### Division Goals:

1. Direct the Department in support of the Select Board goals specifically focused on public health, land and real property, housing and economic development and planning, as assigned by the Town Manager.
2. Improve online information on Department initiatives and boards and committees supported by the Department.
3. Improve the availability of information about Department initiatives, permit processes, and opportunities for public engagement.

**Budget Data (by Object Code)**

<b>Object</b>	<b>Description</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Appropriation</b>	<b>FY2023 Request</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
511000	Regular Wages	\$410,921	\$406,685	\$490,039	\$500,225	\$10,186	2.08%
514090	Longevity	\$2	\$302	\$500	\$1,000	\$500	100.00%
513000	Overtime	\$4,604	\$7,022	\$12,661	\$12,825	\$164	1.30%
<i>Subtotal Compensation</i>		<i>\$415,527</i>	<i>\$414,009</i>	<i>\$503,200</i>	<i>\$514,050</i>	<i>\$10,850</i>	<i>2.16%</i>
520000	Contract Services	\$0	\$0	\$2,500	\$2,500	\$0	—%
538080	Printing & Forms	\$0	\$2,579	\$4,500	\$4,500	\$0	—%
530000	Professional Services	\$0	\$75	\$10,500	\$10,500	\$0	—%
538010	Advertising	\$139	\$1,470	\$1,500	\$1,500	\$0	—%
527030	Lease Agreements	\$4,816	\$4,204	\$8,500	\$6,000	\$(2,500)	(29.41)%
572000	Mileage	\$62	\$0	\$700	\$700	\$0	—%
530060	Prof Dev & Training	\$1,310	\$1,965	\$5,000	\$6,000	\$1,000	20.00%
571000	Travel	\$1,975	\$0	\$7,000	\$7,000	\$0	—%
530040	Sem./Workshops/Conf.	\$445	\$872	\$3,000	\$3,000	\$0	—%
534030	Mobile Devices	\$614	\$940	\$600	\$900	\$300	50.00%
542000	Office Supplies	\$3,032	\$4,369	\$4,500	\$4,500	\$0	—%
558000	Supplies	\$74	\$18	\$0	\$500	\$500	—%
573000	Membership/Dues	\$1,703	\$874	\$2,000	\$2,500	\$500	25.00%
<i>Subtotal Expenses</i>		<i>\$14,170</i>	<i>\$17,366</i>	<i>\$50,300</i>	<i>\$50,100</i>	<i>\$(200)</i>	<i>(0.40)%</i>
<b>Total 7120 Administration</b>		<b>\$429,697</b>	<b>\$431,375</b>	<b>\$553,500</b>	<b>\$564,150</b>	<b>\$10,650</b>	<b>1.92%</b>



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7120 Administration **Element:** 7120 Administration

<i>Authorized/Appropriated Staffing</i>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Assistant Town Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Office Manager	1	1	1	1
Department Assistants	4	4	4	4
Total FTE	7	7	7	7
Total FT/PT	7 FT	7 FT	7 FT	7 FT

# FY2023 Program Improvement Request

#1 of 1

**Department:** Land Use, Health and Development

**Division:** Land Use Administration

**PIR Title:** ACROSS Lexington Brochures

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
					\$ —
				\$ 5,000	\$ 5,000
	Total Expenses		\$ —	\$ 5,000	\$ 5,000

### Purpose/Description of Request:

To reprint 15,000 copies of the *ACROSS Lexington: The Rick Abrams Memorial Trail Network* brochure.

### Service Implication:

The purpose served by the annual updating of the *ACROSS Lexington* brochure is two-fold. The continued expansion of the *ACROSS* network creates the need for regularly providing an updated version of the system trail map for users. We are anticipating adding two additional routes by fall of 2022 which will add approximately 6 miles to the existing 40 mile *ACROSS* system. With coverage of the system extending to nearly the entire town at this point, the map on the *ACROSS* brochure includes basic trail maps for nearly all of the town's Conservation properties. Thus, the *ACROSS* brochure serves as a de facto pocket guide to most of Lexington's outdoor resources.

Distribution points for the brochure, in addition to the approximately 25 display holders mounted at key points throughout the trail network, include the town office building, the Community Center, Cary Library, the Visitor Center, as well as local hotels and businesses. Quantities of brochures are also available on request to HR departments of area businesses providing health and wellness information to their employees. Resupply of brochures to the trail network display holders is accomplished by Greenways Committee members in addition to a volunteer force of LHS students, some of whom have special needs, thereby fulfilling their community service hours requirement. Annual distribution of the brochures has averaged 12,000-15,000 per year over the last several years.



# Town of Lexington

## *FY2023 Budget Development*

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7130 Conservation **Element:** 7130 Conservation

**Budget Description:** The requested Conservation FY2023 General Fund budget reflects an increase of \$3,853 or 1.51%, from FY2022. This includes a \$3,853 or 1.75% increase in compensation due to contractually obligated step increases.

Expenses are level-funded.

#### Division Goals:

1. Continue efforts to provide for a comprehensive online records management program for conservation historical records via the Laserfiche Document Imaging Software.
2. Plan for and implement enhanced public outreach and programming to protect, preserve, and promote Lexington's natural resources.
3. Complete the Open Space and Recreation Plan Update (FY2022 CPA) and implement goals, objectives and priorities established in Year 1 of the Seven Year Action Plan.
4. Onboard a new community garden coordinator volunteer and provide a comprehensive orientation and training program.
5. Finalize and record Conservation Restrictions for all CPA conservation land acquisitions.
6. Plan for and acquire open space parcels as prioritized by the Conservation Commission.
7. Implement the numerous conservation land management and stewardship prioritized projects, including Daisy, Willard's Woods, and West Farm meadows preservation, Parker Meadow Universal Accessible Trail Construction (FY2021 and FY2022 Supplemental CPA), Wright Farm Conceptual Site Access Design and Parking (FY2021 CPA), and Willard's Woods Accessible Improvements Design and Engineering (FY2020 CPA).

### Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$169,862	\$148,415	\$175,259	\$178,741	\$3,482	1.99%
513000	Overtime	\$1,351	\$1,731	\$3,079	\$3,119	\$40	1.30%
514090	Longevity	\$589	\$907	\$1,500	\$1,500	\$0	—%
511010	Part-Time Wages	\$14,634	\$16,041	\$16,692	\$17,023	\$331	1.98%
512000	Seasonal Part-Time	\$6,426	\$4,311	\$23,250	\$23,250	\$0	—%
<i>Subtotal Compensation</i>		<i>\$192,862</i>	<i>\$171,405</i>	<i>\$219,780</i>	<i>\$223,633</i>	<i>\$3,853</i>	<i>1.75%</i>
520000	Contract Services	\$5,636	\$1,321	\$13,700	\$13,700	\$0	—%
538080	Printing & Forms	\$0	\$204	\$300	\$300	\$0	—%
530000	Professional Services	\$0	\$17,973	\$5,000	\$5,000	\$0	—%
538010	Advertising	\$91	\$363	\$250	\$250	\$0	—%
572000	Mileage	\$149	\$14	\$1,086	\$1,086	\$0	—%
578010	Binding & Archiving	\$5,000	\$0	\$5,000	\$5,000	\$0	—%
542020	Postage & Mailing	\$58	\$42	\$100	\$100	\$0	—%
530040	Sem./Workshops/Conf.	\$375	\$55	\$1,200	\$1,000	\$(200)	(16.67)%
521000	Utilities	\$145	\$272	\$150	\$300	\$150	100.00%
531000	Water/Sewer	\$460	\$803	\$500	\$900	\$400	80.00%
534030	Mobile Devices	\$1,360	\$845	\$1,560	\$1,360	\$(200)	(12.82)%
531030	Gasoline/Diesel	\$424	\$272	\$701	\$501	\$(200)	(28.53)%
558000	Supplies	\$1,836	\$1,877	\$3,300	\$3,500	\$200	6.06%
573000	Membership/Dues	\$1,329	\$1,052	\$1,500	\$1,350	\$(150)	(10.00)%
542000	Office Supplies	\$0	\$0	\$0		\$0	—%
558010	Clothing & Safety Equipment	\$0	\$892	\$900	\$900	\$0	—%
553060	Tools/Lumber/Hardware	\$4,850	\$0	\$0	\$0	\$0	—%
<i>Subtotal Expenses</i>		<i>\$21,713</i>	<i>\$25,985</i>	<i>\$35,247</i>	<i>\$35,247</i>	<i>\$0</i>	<i>—%</i>
<b>Total 7130 Conservation</b>		<b>\$214,575</b>	<b>\$197,390</b>	<b>\$255,027</b>	<b>\$258,880</b>	<b>\$3,853</b>	<b>1.51%</b>





# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7130 Conservation **Element:** 7130 Conservation

<i>Authorized/Appropriated Staffing</i>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Conservation Director	1	1	1	1
Conservation Coordinator	1	1	1	1
Land Use Ranger	0.26	0.26	0.26	0.26
Seasonal Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Total FTE	2.26	2.26	2.26	2.26
Total FT/PT	2FT/1PT + Seasonals	2FT/1PT + Seasonals	2FT/1PT + Seasonals	2FT/1PT + Seasonals



# Town of Lexington

## *FY2023 Budget Development*

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7140 Health **Element:** 7140 Health

**Budget Description:** The FY2023 All Funds Health budget request reflects an increase of \$26,933 or 5.54% from FY2022. The General Fund increase is \$26,933 or 6.72%, which includes an increase in compensation of \$18,183 or 5.84%, which is due to contractually obligated step increases, as well as for attracting staff with a greater level of experience than originally budgeted. Expenses increase by \$8,750 or 9.77% from FY2022, primarily due to an increase of \$7,000 for professional development which reflects the commitment to a fully-staffed Health Office and the professional training, education and CEU credits required for the staff.

The above expenses reflect and will continue to reflect a change of staff including the conversion of one of the two Health Agents to an Assistant Health Director. Much of this cost will be offset by a reduced need to contract a private firm to perform routine inspections. This is a level-service budget.

#### Division Goals:

1. Continue to perform all required activities regarding Covid-19 and to offer services such as testing, tracing, education, data collection and analysis, and vaccine.
2. Review local Board of Health regulations, and update as necessary, to coincide with current State and Federal regulations, standards and best practices, including tobacco, body art and food. Research and finalize local regulations regarding the care and use of laboratory animals.
3. Continue to enhance customer service satisfaction and improve staff efficiency by updating Board of Health permit applications in ViewPoint Cloud, with particular focus on the following record types: retail food, temporary food, mobile food, food plan review, public swimming pool, rDNA, Animal Keeping and Recreational Camps for Children. Begin to implement field inspection capacity with a new software system.
4. Continue to respond to all inquiries, complaints, and concerns from the public and staff in a timely fashion. Perform routine inspections to ensure compliance with state and local regulations.
5. Continue to work with Region 4AB to improve regional collaboration for Preparedness and with Region 4A to strengthen the Medical Reserve Corps. (MRC) in volunteer recruitment, training, deployment and retention .
6. Continue to update and exercise shelter plans, develop shelter intake and medical triage forms, and develop a checklist for environmental health risk management in shelters.

7. Engage and convene community partners to broaden public health preparedness planning efforts to include people with disabilities and considerations for access and functional needs in the scope of EDS and shelter plans in accordance with Massachusetts Department of Public Health (MDPH) guidance.
8. Continue to serve as a local resource for public health education and outreach on the impacts of climate change on health. Collaborate with the Sustainability Director.
9. Continue to provide flu shots to the public utilizing the most reasonable and safe methods including drive through clinics and at various locations. Evaluate and implement ways to expand our vaccine program to include all recommended adult and pediatric vaccines.

#### Budget Data (by Object Code) - General Fund

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$206,941	\$267,144	\$309,631	\$327,791	\$18,160	5.87%
513000	Overtime	\$910	\$350	\$1,770	\$1,793	\$23	1.30%
<i>Subtotal Compensation</i>		<i>\$207,851</i>	<i>\$267,494</i>	<i>\$311,401</i>	<i>\$329,584</i>	<i>\$18,183</i>	<i>5.84%</i>
520000	Contract Services	\$41,540	\$30,550	\$70,000	\$70,000	—	—%
538010	Advertising	\$740	\$775	\$0	\$750	750	—%
538080	Printing & Forms	\$0	\$0	\$1,500	\$1,500	—	—%
572000	Mileage	\$8	\$50	\$1,500	\$2,000	500	33.33%
530060	Prof Dev & Training	\$645	\$921	\$3,000	\$10,000	7,000	233.33%
571000	Travel	\$0	\$0	\$3,000	\$3,000	—	—%
530040	Sem./Workshops/Conf.	\$340	\$230	\$1,500	\$2,000	500	33.33%
534030	Mobile Devices	\$992	\$960	\$2,000	\$2,000	—	—%
531030	Gasoline/Diesel	\$110	\$0	\$800	\$800	—	—%
558000	Supplies	\$0	\$0	\$2,800	\$2,800	—	—%
542000	Office Supplies	\$63	\$180	\$700	\$700	—	—%
573000	Membership/Dues	\$347	\$214	\$2,000	\$2,000	—	—%
558010	Clothing & Safety Equipment	\$119	\$259	\$750	\$750	—	—%
<i>Subtotal Expenses</i>		<i>\$44,904</i>	<i>\$34,139</i>	<i>\$89,550</i>	<i>\$98,300</i>	<i>\$8,750</i>	<i>9.77%</i>
<b>Subtotal 7140 Health General Fund</b>		<b>\$252,755</b>	<b>\$301,633</b>	<b>\$400,951</b>	<b>\$427,884</b>	<b>\$26,933</b>	<b>6.72%</b>

## Budget Data (by Object Code) - Revolving Fund

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
<b>Health Programs Revolving Fund</b>							
520000	Contract Services	\$43,689	\$2,596	\$30,000	\$30,000	\$0	—%
542000	Office Supplies	\$2,030	\$24,756	\$15,000	\$15,000	\$0	—%
<i>Subtotal Health Programs Revolving Fund</i>		<i>\$45,719</i>	<i>\$27,352</i>	<i>\$45,000</i>	<i>\$45,000</i>	<i>\$0</i>	<i>—%</i>
<b>Lab Animal Permits Revolving Fund</b>							
520000	Contract Services	\$0	\$0	\$40,000	\$40,000	\$0	—%
542000	Office Supplies	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Lab Animal Permits Revolving Fund</i>		<i>\$0</i>	<i>\$0</i>	<i>\$40,000</i>	<i>\$40,000</i>	<i>\$0</i>	<i>—%</i>
<b>Subtotal 7140 Health Revolving Funds</b>		<b>\$45,719</b>	<b>\$27,352</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$0</b>	<b>—%</b>
<b>Total 7140 Health (All Funds)</b>		<b>\$298,474</b>	<b>\$328,986</b>	<b>\$485,951</b>	<b>\$512,884</b>	<b>\$26,933</b>	<b>5.54%</b>



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7140 Health

**Element:** 7140 Health

<i>Authorized/Appropriated Staffing</i>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Public Health Director	1	1	1	1
Public Asst. Health Director*	—	—	1	1
Public Health Agent*	1	2	1	1
Public Health Nurse**	0.6	0.6	0.6	0.6
Total FTE	2.6	3.6	3.6	3.6
Total FT/PT	2FT/1PT	2FT/1PT	3FT/1PT	3FT/1PT

\*In FY2021, a second Health Agent was funded via a program improvement. During that year, one of the Health Agents was reclassified to Assistant Health Director.

\*\* The full-time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY2009.

# FY2023 Program Improvement Request

#\_\_ of \_\_

**Department:** Land Use, Health and Development

**Division:** Health

**PIR Title:** Increase Public Health Nurse to Full-time

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	1.0		\$ 86,702	\$ 86,702
511010	Part-Time Wages	(0.6)		\$ (52,021)	\$ (52,021)
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.40	\$ —	\$ 34,681	\$ 34,681
<u>Benefits</u>					
	Benefits Eligible?	0.4		\$ 1,503	\$ 1,503
<u>Expenses</u>					
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

### Purpose/Description of Request:

This request is to increase the 0.6 FTE Public Health Nurse hours to 1.0 FTE. Lexington has budgeted 0.6 FTE (21 hours) for over 13 years. The duties have increased in that period, but the hours have not kept pace with demand. Lexington's infectious disease case rates have increased, especially for Tuberculosis, and the community's demand for flu clinics has increased. For instance, in 2007, 400 shots were administered, mostly to employees; between 2015 and 2019, the Town's Public Health Flu Clinics administered 2,000 shots yearly several times. In addition, state and federal mandates on local public health have increased. These factors are exacerbated by the uncertainty over when, if ever, the increased burden on the Public Health Nurse to track, manage, and report Lexington's COVID cases might wane.

This position is currently shared with the Town of Belmont. Funding these additional 0.4 FTE for Lexington would require ending that inter-municipal agreement with the Town of Belmont.

### Service Implication:

Nursing staff are in high demand in the US, and professionals in local public health have departed from the field since the controversies surround the public's reactions to protections against the spread of the COVID virus. The increased demand on our part-time nurse puts us at risk of turnover and burnout. Our Public Health Nurse has to work most weeks on his own time, without overtime pay, in an attempt to manage the Town's obligations to report communicable disease and manage cases. The public's health is at risk if we cannot keep up with the case management and contact tracing and administering clinics.



# Town of Lexington

## *FY2023 Budget Development*

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7200 Planning **Element:** 7200 Planning

**Budget Description:** The proposed FY2023 budget for the Planning Office increases \$86,248, or 19.83% from FY2022. Compensation increases \$11,248, or 3.15%, for contractually obligated step increases. Expenses increase from FY2022 by \$75,000 or 96.96% to allow for the implementation of the 2022 Comprehensive Plan (LexingtonNext). See further details below.

#### Division Goals:

1. Implement Lexington's updated Comprehensive Plan (LexingtonNext), which will guide future land development and preservation activities over the next 2, 5, 10-years, and beyond.
2. Assemble and support the Planning Board's Annual Work Plan to ensure alignment with LexingtonNext.
3. Establish an expedited, transparent, and engaging permitting process that is clear and consistent for all projects.
4. Collaborate with members of the Land Use, Health, and Development (LUHD) Department and other staff members to plan and execute short- and long-term planning initiatives.

#### LexingtonNext Implementation Funding Request

The Planning Office is requesting \$75,000 in one-time funding to implement the Action Plan for the Comprehensive Plan, LexingtonNext. LexingtonNext is well underway and expected to be completed in Winter 2021-22. This would provide a combined total of \$129,000 in Contract Services to cover the first two years of plan implementation. The level of service remains the same as we move from plan development to implementation.

LexingtonNext is similar to a portfolio with various projects, where municipal staff will serve as the primary lead on the projects in the portfolio. LexingtonNext will guide the future land development and preservation activities over the next 2, 5, 10-years and beyond. The use of outside experts to aid staff will result in more comprehensive and increased work productivity. It is expected that two to three major projects will be undertaken (approx. \$25,000-\$50,000 per project), to move implementation forward.

Examples of projects for FY2023 may include but are not limited to:

- a. A neighborhood master plan or commercial area plan to look at a specific area of Lexington identified in LexingtonNext to review the current and potential zoning opportunities, commercial and residential uses, and set directions for enhancing this neighborhood.
- b. An update to the Table of Uses of the Zoning Bylaws to align with the efforts outlined in LexingtonNext. Such effort may require a land-use attorney outside the scope of the existing Town Counsel scope.
- c. A land use plan that would review Lexington's existing land uses and then provide direction for where various types of uses should or should not be located.

The increased funding would augment Planning staff expertise when needed to prepare graphics, collect analytical data, and aid in analysis and report development. The implication of such additional funding would accelerate the implementation of Lexington's Comprehensive Plan, LexingtonNext.

#### Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$270,504	\$338,180	\$349,848	\$360,995	\$11,147	3.19%
513000	Overtime	\$608	\$778	\$7,794	\$7,895	\$101	1.30%
511010	Part-Time Wages	\$20,513	\$848	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$291,625</i>	<i>\$339,806</i>	<i>\$357,642</i>	<i>\$368,890</i>	<i>\$11,248</i>	<i>3.15%</i>
520000	Contract Services	\$26,498	\$29,950	\$54,000	\$129,000	\$75,000	138.89%
538080	Printing & Forms	\$429	\$0	\$2,500	\$2,500	\$0	—%
530000	Professional Services	\$0	\$1,650	\$5,000	\$4,500	\$(500)	(10.00)%
538010	Advertising	\$2,425	\$1,633	\$2,250	\$2,250	\$0	—%
538060	Catering/Meals	\$42	\$0	\$350	\$350	\$0	—%
572000	Mileage	\$0	\$0	\$500	\$1,000	\$500	100.00%
578010	Binding & Archiving	\$0	\$0	\$250	\$250	\$0	—%
571000	Travel	\$0	\$0	\$1,000	\$1,000	\$0	—%
530040	Sem./Workshops/Conf.	\$250	\$50	\$7,000	\$7,000	\$0	—%
534030	Mobile Devices	\$322	\$600	\$0	\$0	\$0	—%
542000	Office Supplies	\$1,022	\$219	\$2,000	\$2,000	\$0	—%
542020	Postage & Mailing	\$28	\$0	\$0	\$0	\$0	—%
573000	Membership/Dues	\$257	\$1,278	\$2,000	\$2,000	\$0	—%
551030	Books	\$124	\$0	\$500	\$500	\$0	—%
<i>Subtotal Expenses</i>		<i>\$31,397</i>	<i>\$35,380</i>	<i>\$77,350</i>	<i>\$152,350</i>	<i>\$75,000</i>	<i>96.96%</i>
<b>Total 7210 Planning</b>		<b>\$323,022</b>	<b>\$375,186</b>	<b>\$434,992</b>	<b>\$521,240</b>	<b>\$86,248</b>	<b>19.83%</b>





# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7200 Planning **Element:** 7200 Planning

<i>Authorized/Appropriated Staffing</i>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Administrative Assistant	1	1	1	1
Total FTE	4	4	4	4
Total FT/PT	4 FT	4 FT	4 FT	4 FT

# FY2023 Program Improvement Request

#\_ of \_

**Department:** Land Use, Health and Development

**Division:** Planning

**Element:** 7200 - Planning

**PIR Title:** Senior Planner

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	1.00		\$ 90,000	\$ 90,000
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	1.00	\$ —	\$ 90,000	\$ 90,000
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 17,697	\$ 17,697
<u>Expenses</u>					
520000	Contract Services				\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

### Purpose/Description of Request:

This is a new full-time position to work with developers and applicants to support the Planning Director in managing the increased pace of new commercial and residential development proposals, the increase in Planned Development Districts, the required public information, education and community process for zoning bylaw amendments, and to manage the implementation of the Comprehensive Plan Update and coordinate with an Implementation Committee. The position will also support the Planning Board/Planning Director in writing Planning Board Decisions.

### Service Implication:

Four Planning Directors have resigned in succession in the last three years. The turnover contributed significantly to the delay in completing the Comprehensive Plan Update. The number of commercial development applications is on the rise, in part due to the success of communicating Lexington's vision for commercial development in Hartwell Ave and Town Meeting action to realize that vision. Applications for Planned Development Districts continue. The Comprehensive Plan Update is expected to be presented to the Planning Board for adoption in 2022, and the public process to implement the priority action steps must then begin, concurrent with the Planning Board's zoning and regulatory agenda. In order to attract and retain staff, this PIR proposes to add a position to keep up with the increasing pace and volume of citizen-led and landowner-led zoning initiatives, as well as the public process for community input and public information required for action on any planning and zoning initiative. Without this position, retaining Planning staff will be challenging for Lexington.



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7300 Economic Development

**Mission:** The Economic Development Office (EDO) implements the Town's economic development goals set out by the Select Board and focuses its efforts to support businesses, workers, and an improved quality of life. The Economic Development Office staff also serves as a liaison for developers and new tenants going through the zoning and permitting processes. In addition, the Economic Development Office works to leverage economic opportunities from tourism through the operations of the Visitors Center, the Liberty Ride Trolley Tour, and the Battle Green Guides program. Sharing our role in American history attracts many thousands of visitors to Lexington each year, these visitors help to support our local businesses contributing to our community's overall economic sustainability.

**Budget Overview:** The Economic Development budget includes: 1) the Economic Development Office, 2) the Visitors Center Revolving Fund, and 3) the Liberty Ride Revolving Fund.

The FY2023 All Funds Economic Development Office budget reflects a \$24,845 or 3.27% increase.

Program Improvement Requests	Comp.	Expenses	Benefits	Total
Visitors Center Assistant Manager (PT to FT)	\$ 57,538	\$ —	\$ 17,226	\$ 74,764
<b>Total 7300 by Request</b>	<b>\$ 57,538</b>	<b>\$ —</b>	<b>\$ 17,226</b>	<b>\$ 74,764</b>

## Budget Summary - General Fund

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$252,708	\$331,784	\$362,657	\$374,798	\$12,141	3.35%
TDM Stabilization Fund	\$46,000	\$46,000	\$46,000	\$46,000	\$0	—%
Center Impr. District Stab. Fund	\$27,000	\$0	\$0	\$0	\$0	—%
<b>Total 7300 - General Fund</b>	<b>\$325,708</b>	<b>\$377,784</b>	<b>\$408,657</b>	<b>\$420,798</b>	<b>\$12,141</b>	<b>2.97%</b>

Appropriation Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$138,745	\$173,089	\$186,957	\$261,498	\$74,541	39.87%
Expenses	\$186,964	\$204,696	\$221,700	\$159,300	\$(62,400)	(28.15)%
<b>Total 7300 - General Fund</b>	<b>\$325,709</b>	<b>\$377,785</b>	<b>\$408,657</b>	<b>\$420,798</b>	<b>\$12,141</b>	<b>2.97%</b>

Program Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
7310 Economic Development Office	\$325,708	\$377,784	\$408,657	\$420,798	\$12,141	2.97%
<b>Total 7300 - General Fund</b>	<b>\$325,708</b>	<b>\$377,784</b>	<b>\$408,657</b>	<b>\$420,798</b>	<b>\$12,141</b>	<b>2.97%</b>

Object Code Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$138,492	\$171,955	\$184,035	\$258,538	\$74,503	40.48%
Overtime	\$252	\$1,134	\$2,922	\$2,960	\$38	1.30%
<i>Personal Services</i>	<i>\$138,744</i>	<i>\$173,089</i>	<i>\$186,957</i>	<i>\$261,498</i>	<i>\$74,541</i>	<i>39.87%</i>
Contractual Services	\$82,299	\$127,231	\$114,700	\$126,300	\$11,600	10.11%
Utilities	\$0	\$0	\$0	\$0	\$0	—%
Supplies	\$104,665	\$77,464	\$107,000	\$33,000	\$(74,000)	(69.16)%
Small Capital	\$0	\$0	\$0	\$0	\$0	—%
<i>Expenses</i>	<i>\$186,964</i>	<i>\$204,695</i>	<i>\$221,700</i>	<i>\$159,300</i>	<i>\$(62,400)</i>	<i>(28.15)%</i>
<b>Total 7300 - General Fund</b>	<b>\$325,708</b>	<b>\$377,784</b>	<b>\$408,657</b>	<b>\$420,798</b>	<b>\$12,141</b>	<b>2.97%</b>

## Budget Summary - Revolving Funds\*

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Liberty Ride Rev. Fund	\$125,800	\$790	\$104,000	\$104,000	\$0	—%
Visitors Center Rev. Fund	\$39,309	\$74,242	\$247,000	\$260,000	\$13,000	5.26%
<b>Total 7300 - Revolving Funds</b>	<b>\$165,109</b>	<b>\$75,032</b>	<b>\$351,000</b>	<b>\$364,000</b>	<b>\$13,000</b>	<b>3.70%</b>

*\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.*

Appropriations Summary (Revolving Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
<b>7320 Liberty Ride Rev. Fund</b>	<b>\$139,510</b>	<b>\$0</b>	<b>\$104,000</b>	<b>\$104,000</b>	<b>\$0</b>	<b>—%</b>
Compensation	\$41,715	\$0	\$14,000	\$14,000	\$0	—%
Expenses	\$97,795	\$0	\$90,000	\$90,000	\$0	—%
<b>7340 Visitors Center Rev. Fund</b>	<b>\$44,359</b>	<b>\$59,470</b>	<b>\$246,761</b>	<b>\$259,465</b>	<b>\$12,704</b>	<b>5.15%</b>
Compensation	\$18,459	\$26,501	\$138,541	\$114,750	\$(23,791)	(17.17)%
Expenses	\$25,899	\$32,970	\$108,220	\$144,715	\$36,495	33.72%
<b>Total 7300 - Revolving Funds</b>	<b>\$183,869</b>	<b>\$59,470</b>	<b>\$350,761</b>	<b>\$363,465</b>	<b>\$12,704</b>	<b>3.62%</b>

Appropriations Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$198,919	\$199,589	\$339,498	\$390,248	\$50,750	14.95%
Expenses	\$310,658	\$237,665	\$419,920	\$394,015	\$(25,905)	(6.17)%
<b>Total 7300 - All Funds</b>	<b>\$509,577</b>	<b>\$437,254</b>	<b>\$759,418</b>	<b>\$784,263</b>	<b>\$24,845</b>	<b>3.27%</b>



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7300 Economic Development

<b><i>Authorized/Appropriated Staffing</i></b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Economic Development Director	1	1	1	1
Economic Development Coordinator	1	1	1	1
Economic Development Intern	Seasonal	Seasonal	Seasonal	Seasonal
Visitor Center Manager	1	1	1	1
Visitor Center Staff (6PT)	4.75	4.75	4.75	4.75
Visitor Center Assistant Manager	0.56	0.56	0.56	0.56
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Tour Services Coordinator	0.7	—	—	—
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
<b>Total FTE</b>	<b>9.01</b>	<b>8.31</b>	<b>8.31</b>	<b>8.31</b>
<b>Total FT/PT</b>	<b>3FT/8PT + Seasonal</b>	<b>3FT/7PT + Seasonal</b>	<b>3FT/7PT + Seasonal</b>	<b>3FT/7PT + Seasonal</b>

Note: Visitor Center staffing is included above as this function was transferred from Chamber of Commerce in FY2015. There are 7 Visitor Center staff (1 works full-time and 6 work part-time) and 30 seasonal workers from April to October



# Town of Lexington

## *FY2023 Budget Development*

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7300 Economic Development      **Element:** 7110 Econ. Dev. Office

**Budget Description:** The Economic Development Office (EDO) fosters the growth of the Town's commercial sector. Staff work to develop, coordinate, and implement economic and land use policies and programs in concert with the Town's economic development goals as set by the Select Board. Staff offer one-on-one assistance to businesses, both existing and new, through initial inquiry, site selection, permitting, and ongoing operations. Additionally, Economic Development staff coordinate with state organizations to support business retention and expansion. The EDO also oversees the Lexington Visitors Center, Liberty Ride Tour, and Battle Green Guide programs designed to share Lexington's role in the American Revolutionary story and support the local visitor-based economy.

The FY2023 budget for the EDO is increasing by \$12,141 or 2.97%. Compensation increases by \$74,541 or 39.87%, which reflects contractually obligated step increases as well as the transfer of the Visitors Center manager from the Visitors Center revolving fund, which is somewhat offset by the transfer of the Battle Green Guides to the Visitors Center revolving fund.

In addition, expenses decrease by \$(62,400) or (28.15)%. This is primarily driven by a decrease of \$(74,000) in Visitors Center support, which has been offset by adding the Visitors Center Manager role to the General Fund. That decrease is offset by an increase of \$7,000 for Marketing and Advertising to allow the Town to increase marketing efforts and invest in photography and videography to support the town's promotional efforts for the 250th celebration. In addition, there is an \$1,600 increase in travel to support staff attendance at conferences such as the International Economic Development Annual Conference, APA, Destination New England, SYTA, and Pow Wow. Printing and Professional Services increase by \$3,000 to meet the Select Board goals of producing a Business guide and an Annual Economic Development report for graphic designers and other costs.

#### Division Goals:

1. Ensure long-term viability of Lexington businesses in light of the COVID-19 Pandemic and changing retail environment.
2. Implement next steps from the Local Rapid Recovery Plan recommendation to improve East Lexington Business Corridor.
3. Launch a new Tourism Website.
4. Implement effective strategies for projects such as the bike node construction, and comprehensive plan implementation.

### Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$128,015	\$155,160	\$162,315	\$253,538	\$91,223	56.20%
513000	Overtime	\$252	\$1,134	\$2,922	\$2,960	\$38	1.30%
514000	Other Compensation	\$275	\$75	\$0	\$—	\$0	—%
512000	Seasonal Part-Time	\$10,202	\$16,720	\$21,720	\$5,000	\$(16,720)	(76.98)%
<i>Subtotal Compensation</i>		<i>\$138,744</i>	<i>\$173,089</i>	<i>\$186,957</i>	<i>\$261,498</i>	<i>\$74,541</i>	<i>39.87%</i>
520000	Contract Services	\$51,660	\$50,077	\$50,000	\$50,000	\$0	—%
538080	Printing & Forms	\$667	\$357	\$1,500	\$3,000	\$1,500	100.00%
530000	Professional Services	\$0	\$3,420	\$3,500	\$5,000	\$1,500	42.86%
538010	Advertising	\$0	\$3,267	\$1,000	\$3,000	\$2,000	200.00%
538090	Marketing	\$12,351	\$34,971	\$51,400	\$56,400	\$5,000	9.73%
572000	Mileage	\$29	\$0	\$200	\$200	\$0	—%
542020	Postage & Mailing	\$0	\$0	\$100	\$100	\$0	—%
530060	Prof Dev & Training	\$1,145	\$1,286	\$2,000	\$2,000	\$0	—%
571000	Travel	\$0	\$0	\$1,400	\$3,000	\$1,600	114.29%
530040	Sem./Workshops/Conf.	\$583	\$1,750	\$3,000	\$3,000	\$0	—%
534030	Mobile Devices	\$300	\$600	\$600	\$600	\$0	—%
578030	Hartwell Rezoning Project	\$15,563	\$31,503	\$0		\$0	—%
558000	Visitors Center Support	\$98,154	\$69,000	\$94,000	\$20,000	\$(74,000)	(78.72)%
542000	Office Supplies	\$724	\$1,444	\$1,000	\$1,000	\$0	—%
573000	Membership/Dues	\$4,617	\$4,762	\$10,000	\$10,000	\$0	—%
578000	Misc. Expenses	\$1,169	\$2,258	\$2,000	\$2,000	\$0	—%
<i>Subtotal Expenses</i>		<i>\$186,962</i>	<i>\$204,695</i>	<i>\$221,700</i>	<i>\$159,300</i>	<i>\$(62,400)</i>	<i>(28.15)%</i>
<b>Total 7310 Economic Development Office</b>		<b>\$325,706</b>	<b>\$377,784</b>	<b>\$408,657</b>	<b>\$420,798</b>	<b>\$12,141</b>	<b>2.97%</b>





# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7300 Economic Development **Element:** 7320 Liberty Ride

**Budget Description:** The Liberty Ride is a guided historical shuttle tour of Lexington and Concord which was experienced by approximately 8,200 visitors each year pre-COVID. The Liberty Ride operates as a revolving fund, from which all expenses are covered by self-generated revenues. This program has enabled Lexington to market the area and generate local business activity.

The FY2023 budget is intended as a placeholder due to a number of unknowns that will be faced by the program in the coming 6-12 months. The program was re-launched in July 2021, but the trolley contract ends in March 2022, with no remaining options for renewal. Staff will issue an RFP for a new trolley contract for the FY2023 season. If the RFP responses do not make it feasible for the program to remain self-supporting, the town may consider tour buses as an alternative. While tour buses may be a less attractive option for an historic guided tour, they are a much cheaper alternative and provide better experience for tourists than simply discontinuing the service. In FY2022, approximately 2,500 Liberty Ride tour tickets were sold from July to October 2021, but the program did not break even due to the high per-hour trolley rates.

#### Division Goals:

1. Analyze ridership and identify partnership opportunities
2. Increase the charter rates for Liberty Ride

#### Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$20,128	\$0	\$0	\$0	\$0	—%
514000	Other Compensation	\$3,750	\$0	\$0	\$0	\$0	—%
512000	Seasonal Part-Time	\$17,837	\$0	\$14,000	\$14,000	\$0	—%
<i>Subtotal Compensation</i>		<i>\$41,715</i>	<i>\$0</i>	<i>\$14,000</i>	<i>\$14,000</i>	<i>\$0</i>	<i>—%</i>
520000	Contract Services	\$87,073	\$0	\$90,000	\$90,000	\$0	—%
538080	Printing & Forms	\$0	\$0	\$0		\$0	—%
538010	Advertising	\$10,651	\$0	\$0		\$0	—%
542000	Office Supplies	\$70	\$0	\$0		\$0	—%
<i>Subtotal Expenses</i>		<i>\$97,795</i>	<i>\$0</i>	<i>\$90,000</i>	<i>\$90,000</i>	<i>\$0</i>	<i>—%</i>
<b>Total 7320 Liberty Ride Revolving Fund</b>		<b>\$139,510</b>	<b>\$0</b>	<b>\$104,000</b>	<b>\$104,000</b>	<b>\$0</b>	<b>—%</b>



# Town of Lexington

## *FY2023 Budget Development*

### Departmental Budget Requests

**Program:** 7000 Land Use, Health and Development Department

**Subprogram:** 7300 Economic Development **Element:** 7340 Visitors Center

**Budget Description:** The new Visitors Center opened in July 2020, serving as the Town's featured gateway for welcoming visitors and residents and orienting them on things to do and places to eat and shop.

The Visitors Center operates as a revolving fund with the sales of gift shop merchandise offsetting operating costs. Overall, the FY2023 Visitors Center budget is projected to increase \$12,704 or 5.15% from FY2022. The FY2023 budget reflects a fundamental shift in ongoing operations. During construction and the initial reopening, the Visitors Center was supported via the Economic Development Office (EDO) budget. In FY2022, \$94,000 was appropriated via the EDO expense budget.

In FY2023, the overall budgets are being realigned; the EDO budget will absorb the salary of the Visitors Center manager, while the Visitors Center budget will cover the wages for the Battle Green guides, who have been offering ticketed tours. Since operations are still recovering post-pandemic, \$20,000 remains in the EDO budget as a backstop if sales do not support the remaining Visitors Center operations. Using the first few months of operations in FY2022, staff calculated the average sales per hour, and used that to project revenue and the overall need for merchandise and sales tax expenses. Visitors Center cashiers will follow the state minimum wage increase to \$15 per hour in January 2023, and sufficient hours have been budgeted to maintain operating hours year-round.

#### **Division Goals:**

1. Generate a 10% increase in annual sales over the annual 3 year average
2. Survey visitors to identify areas of improvement
3. Increase social media postings
4. Launch new destination tourism Website supported by ARPA funding

### Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$13,892	\$1,766	\$82,424	\$0	\$(82,424)	(100.00)%
512000	Seasonal Part-Time	\$4,568	\$24,734	\$56,117	\$114,750	\$58,633	104.48%
<i>Subtotal Compensation</i>		<i>\$18,460</i>	<i>\$26,500</i>	<i>\$138,541</i>	<i>\$114,750</i>	<i>\$(23,791)</i>	<i>(17.17)%</i>
558000	Merchandise/Inventory	\$21,583	\$30,233	\$107,500	\$134,394	\$26,894	25.02%
542000	Displays/Supplies	\$4,316	\$2,736	\$720	\$1,000	\$280	38.89%
58209	Misc. Expenses	\$0	\$0	\$0	\$9,321	\$9,321	—%
<i>Subtotal Expenses</i>		<i>\$25,899</i>	<i>\$32,969</i>	<i>\$108,220</i>	<i>\$144,715</i>	<i>\$36,495</i>	<i>33.72%</i>
<b>Total 7330 Visitors Center</b>		<b>\$44,359</b>	<b>\$59,469</b>	<b>\$246,761</b>	<b>\$259,465</b>	<b>\$12,704</b>	<b>5.15%</b>

# FY2023 Program Improvement Request

#1 of 1

**Department:** Land Use, Health and Development

**Division:** Economic Development

**Element:** 7300 - Economic Development

**PIR Title:** Visitors Center Assistant Manager (PT to FT)

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	1.0		\$ 57,538	\$ 57,538
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	1.00	\$ —	\$ 57,538	\$ 57,538
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 17,226	\$ 17,226
<u>Expenses</u>					
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

### Purpose/Description of Request:

The Visitors Center is visited by 9,000 visitors each month. We are requesting to increase the part-time Visitors Center Assistant Manager position as a full-time position and add it to the general fund. Currently, the Assistant VC manager is responsible for the retail management of a gift store operation, including seasonal displays, marketing, purchasing, and inventory management. But in addition to the functions in the job description she has been helping the VC manager, ED Coordinator, and the ED Director with scheduling, payrolls, time-offs, memos, EAFs, creating access cards, business cards, coordinating “the packet” and tracking applicants’ hiring status, assistance scanning/paying invoices, uploading receipts, managing the purchasing card reconciliations, and other much needed clerical support. We recently have started receiving some support from the LUHD Department Assistant for credit card reconciliation and receipts a couple of days in a month, but it is not sufficient to support the operations of the visitors center.

### Service Implication:

The ED office had requested additional administrative support last year as we moved from the Town Office Building into the new Visitors Center, but the lack of any administrative support for clerical work and running a seven-day operation with one full-time and one part-time staff is leading to staff burn-out. We are hoping that at least making the part-time position into full-time support will help us alleviate some of the staff burn-out. Also, the current position of the part-time VC Manager does not provide any growth potential. We need a trained staff who could run the operations throughout the season rather than having to recruit temporary staff due to the lack of potential growth in a role each season.



## Land Use, Health & Development Department

### FY2023-27 Capital Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
5023	Transportation Mitigation	\$ 6,824	\$ 40,000	\$ 60,000	\$ 100,000	\$ 100,000	TNC, Other
<b>Total Land Use Capital Programs</b>		\$ 6,824	\$ 40,000	\$ 60,000	\$ 100,000	\$ 100,000	

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
LU-23-1	Hartwell District Signage	\$ 65,000	\$ —	\$ —	\$ —	\$ —	TMOD Stabilization Fund
LU-23-2	South Lexington and Forbes-Marrett Traffic Mitigation Plans	\$ 175,000	\$ —	\$ —	\$ —	\$ —	Traffic Mitigation Stabilization Fund
LU-23-3	Townwide Pedestrian & Bicycle Plan	\$ 65,000	\$ —	\$ —	\$ —	\$ —	Traffic Stabilization Fund
<b>Total Land Use Capital Projects</b>		\$ 305,000	\$ —	\$ —	\$ —	\$ —	

ID#	CPA Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
LU-CPA-1	Willard's Woods Site Improvements	\$ —	\$ 597,114	\$ —	\$ —	\$ —	CPA, Other
LU-CPA-2	West Farm Meadow Preservation	\$ 28,175	\$ —	\$ —	\$ —	\$ —	CPA
LU-CPA-3	Wright Farm Barn Stabilization and Preservation	\$ 115,000	\$ —	\$ —	\$ —	\$ —	CPA, tax levy (if activities deemed not CPA eligible)
<b>Total Land Use CPA Projects</b>		\$ 143,175	\$ 597,114	\$ —	\$ —	\$ —	

# **Town of Lexington, Massachusetts**



**Fiscal Year 2023**

## **Land Use, Health & Development Department Capital Project Submission**



## Land Use, Health & Development Department

### FY2023-27 Capital Program Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
5023	Transportation Mitigation	\$ 6,824	\$ 40,000	\$ 60,000	\$ 100,000	\$ 100,000	TNC, Other
Total Land Use Capital Programs		\$ 6,824	\$ 40,000	\$ 60,000	\$ 100,000	\$ 100,000	



# ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Transportation Mitigation

**Date:** Sept. 13, 2021

**Program ID:** 5023 **Department:** Land Use, Health & Development Department **Revised:**

**Submitted by:** Sheila Page

**Phone:** 781-689-4563

**Email:** [spage@lexingtonma.gov](mailto:spage@lexingtonma.gov)

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## **Description of Capital Program:**

This capital request is to support the ongoing work of the Transportation Safety Group (TSG). TSG is staffed by the Planning Office, Engineering Division, Transportation Services, and the School and Police Departments. These funds will be used to evaluate and develop construction cost estimates for future capital requests as well as fund the design/construction of smaller scale safety related projects. TSG continues to receive multiple requests and anticipates this need to be ongoing.

In FY2020, FY2021, and FY2022 TSG spent less than anticipated partly due to the slow down and the subsequent Covid-19 Executive Order and partly due to grants award that funded a planned projects. TSG won a \$30,000 and a \$48,000 MassDOT Shared Streets Grant to pay for a large portion of much desired pedestrian activated Rectangular Rapid Flashing Beacon crosswalks across Maple Street and across Marrett Road. TSG currently has surplus funds that can be used towards FY2023 projects.

TSG is requesting to transfer the annual Transportation Network Company (TNC) Annual Allocation into the Transportation Mitigation fund. Transportation Network Companies such as Uber and Lyft pay a \$0.40 surcharge per ride. Half of that (\$0.20) comes back to the community where the ride originated from. Lexington's 2020 portion is \$6,823.50 This money is to be used fund Complete Streets infrastructure improvements and programs and other projects and programs that support alternative modes of transportation.

## **Goals of Capital Program:**

Transportation safety is a critical part of Lexington's high quality of life. Investigating potential problems, ensuring compliance with current standards and best practices help to ensure that everyone driving, biking, or walking in Town is as safe as possible. Allocation of these funds will allow TSG to evaluate and in certain cases be able to implement safety measures in a short timeframe. Rather than identify and recommend improvements that would be programmed as part of a larger operations and maintenance project, these funds could be utilized to address identified safety issues in a more timely manner.

This request is also part of the response to Town Meeting's adoption of Article 45 in 2015. Article 45 prioritized townwide pedestrian and cyclist safety improvements, requests for which comprise the bulk of TSG's requests.

Work contemplated for FY2022 includes purchase and installation of pedestrian-activated beacons at crosswalk locations still under consideration, purchase and installation of speed feedback signs, study and creation of school zones, on-call engineering services to quickly address safety requests and address road design to reduce speeds where needed and to apply to MassDOT to reduce certain regulatory speed limits.

## **Impact if Not Maintained:**

Transportation safety issues are of high importance to Lexington residents. If not funded, the Transportation Safety Group will be unable to investigate, analyze, or implement many of the requests in a timely manner. In addition, without having access to on-call engineering services we may miss available grant opportunities.

## **Major Spending over Past 5 Years:**

On-call Engineering Services for:

- Crosswalk on Marrett
- Lowell and Woburn Intersection



- Speed study on Waltham, Concord, Lincoln
- Lincoln and Middle Street Intersection,
- Bikeway Crossing at Hancock,
- Crosswalk and road alignment on Grant Street at Sherman,
- Hartwell Ave Crossing at Wood Street
- Crosswalk on Maple Street

Purchased stealth radar speed counter to accurately assess speed concerns and traffic calming requests  
 Cedar Street sidewalk survey  
 Rectangular Rapid Flashing Beacon Crosswalk on Maple Street at Harrington School paid for with  
 MassDOT grant and TSG funds  
 Center Safety Zone speed limit reduction to 20 MPH

#### **Work Currently Underway:**

- Rectangular Rapid Flashing Beacon Crosswalk on Marrett Road: MassDOT grant and TSG funds
- Engineering services to petition MassDOT to reduce certain regulatory speed limits
- Engineering services for re-striping Woburn/Lowell intersection
- Marrett/Waltham intersection study to support application to MassDOT for turn restriction request on to Kendall

#### **Planned Spending for Next 5 Years:**

- Townwide Pedestrian and Bicycle Plan
- Investigate and Implement School Zones on Maple and Concord Streets
- Purchase and install speed feedback signs
- On-call engineering services to address safety requests and to apply to MassDOT to reduce certain regulatory speed limits.

#### **Basis for Cost Projections:**

Cost projections are based on prior project and studies

**Stakeholders:** All residents of, employers in, and visitors to Lexington.

#### **Operating Budget Impact:**

No impact on the Operating Budget. These funds will be used for studies and potential small construction projects.

**Funding Source:** TNC, Other

#### **Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2017/12V	\$ 100,000	\$ 99,835	\$ —	\$ —	\$ 165
2018/16M	\$ 100,000	\$ 86,524	\$ —	\$ —	\$ 13,476
2019/16L	\$ 100,000	\$ 8,340	\$ 19,905	\$ 71,755	\$ —
2020/12J	\$ 16,504	\$ 2,193	\$ —	\$ 14,311	\$ —
2021/12A	\$ 20,889	\$ —	\$ —	\$ 20,889	\$ —
<b>Totals</b>	<b>\$ 337,393</b>	<b>\$ 196,892</b>	<b>\$ 19,905</b>	<b>\$ 106,955</b>	<b>\$ 13,641</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>		<b>FY2024</b>		<b>FY2025</b>		<b>FY2026</b>		<b>FY2027</b>	
Design/Engineer	\$	6,823.50	\$	40,000	\$	60,000	\$	100,000	\$	100,000
Construction										
Equipment										
Contingency										
Totals	\$	6,823.50	\$	40,000	\$	60,000	\$	100,000	\$	100,000
CPA Amount	\$	—	\$	—	\$	—	\$	—	\$	—

# **Town of Lexington, Massachusetts**



**Fiscal Year 2023**

**Land Use, Health & Development  
Department  
Capital Project Submission**



## Land Use, Health & Development Department FY2023-27 Capital Project Summary

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
LU-23-1	Hartwell District Signage	\$ 65,000	\$ —	\$ —	\$ —	\$ —	TMOD Stabilization Fund
LU-23-2	South Lexington and Forbes-Marrett Traffic Mitigation Plans	\$ 175,000	\$ —	\$ —	\$ —	\$ —	Traffic Mitigation Stabilization Fund
LU-23-3	Townwide Pedestrian & Bicycle Plan	\$ 65,000	\$ —	\$ —	\$ —	\$ —	Traffic Stabilization Fund
<b>Total Land Use Capital Projects</b>		\$ 305,000	\$ —	\$ —	\$ —	\$ —	



# ***Town of Lexington - FY2023-27 Capital Improvement Project***

**Project Name:** Hartwell District Signage

**Date:** 9/15/2021

**Project ID:** LU-23-1 **Department:** Land Use, Health & Development Department **Revised:**

**Submitted by:** Sandhya Iyer

**Phone:** 781-402-4062

**Email:** siyer@lexingtonma.gov

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## **Description of Project:**

This is a request for adding new signage on Hartwell Avenue and the jughandle on Bedford street for both safety issues as well as to support economic vitality by drawing attention to the commercial corridor- Hartwell Innovation Park. On the map you can see the 4 locations for two larger signs at locations 1 and 4 marking the main entry as well as the end point. Locations 2 and 3 would be branding, but a smaller sign or secondary marker that would help give a sense of place and also show the entry at location 2.

This signage would require (2) 3mm factory finish black ACM panels with direct print graphics, (2) 2" square horizontal wood 2x4s and (2) 4" square wood posts. Direct burial, no concrete, 3' below grade. Additionally, these signs would be illuminated with solar lights. The solar panel and battery configuration are based on winter conditions, so there is a consistent illumination throughout the year. The design consultant will also work on providing a plan for permanent signage that could be updated with Bedford Street- Hartwell Avenue- Wood Street Transportation complete streets improvement plan. \$65,000 is requested in FY2023 to design and install signs on Hartwell-Bedford corridor from the TMOD Stabilization Fund.

## **Justification/Benefit:**

At the Road Safety Audit for Hartwell Avenue at Bedford Street and Westview Street meeting with MassDOT, VHB identified and presented several safety concerns with potential solutions. One of the safety issue noted by the audit team was the lack of advanced signage for the jughandle that helps provides drivers direction and advanced notice through signage. A visible signage on jughandle will help identify the right-lane for the left-turns onto Hartwell Avenue or U-turns. Similarly adding a smaller signage on the median on Hartwell Avenue and Hartwell/Maguire intersection will help connectivity and unified signage for the business corridor.

Aesthetically pleasing surroundings enhance the experience of using a street, making it a place where people want to be, and show the Town's commitment to invest in itself which attracts private investment. The Hartwell Innovation Park design guidelines proposed by Ted Brovitz proposes several design aesthetic signage for creating a cohesive and vibrant business district. Adding signage to create a strong relationship with the "public realm will result in places where people can work, eat, play, and learn". The guidelines also identifies Hartwell Innovation Park (HIP) Gateway Sign and HIP Wayfinding/directional signs that will help reflect the HIP character as a contemporary business park.

## **Impact if Not Completed:**

This will impact the future development on Hartwell/Bedford corridor as well as traffic safety issues that have been identified by Road Safety Audit.

**Timeframe:** The plan is to have the signage installed in summer 2022.

## **Replacement Frequency:**

The signs should be replaced in next 10 to 15 years.

**Basis for Cost Projections:** The project cost are estimated based on a quote received by a vendor and a design consultant.

**Stakeholders:** Planning Board, DPW, Engineering, Residents on Harwell/Bedford Corridor, Property owners on Hartwell Innovation Park (HIP), and companies located in the HIP area.

**Operating Budget Impact:** This will not impact operating budget.

**Funding Source:** TMOD Stabilization Fund

**Prior Authorizations:** None.

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition					
Design/Engineer	\$ 5,000				
Project Management	\$ 5,000				
Construction	\$ 10,000				
Equipment	\$ 45,000				
Contingency					
<b>Totals</b>	<b>\$ 65,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# ***Town of Lexington - FY2023-27 Capital Improvement Project***

**Project Name:** South Lexington and Forbes-Marrett Traffic Mitigation Plans **Date:** Sept. 15 2021

**Project ID:** LU-23-2 **Department:** Land Use, Health & Development Department **Revised:**

**Submitted by:** Sheila Page **Phone:** 781-698-4563 **Email:** spage@lexingtonma.gov

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## **Description of Project:**

The Planning Office, on behalf of the Planning Board, submits this request to develop two Traffic Mitigation Plans: one for the South Lexington Transportation Management Overlay District (TMOD) and the second for Forbes-Marrett TMOD. The South Lexington TMOD encompasses the intersection of Spring Street and Hayden Avenue and most of Hayden Avenue. The Forbes-Marrett TMOD encompasses the Marrett Road and Forbes Street intersection. The Traffic Mitigation Plans are a critical part of justifying mitigation payments from private development in the area and is required for proper implementation of the TMOD as described in Chapter 135 Section 7.2 of the Lexington Code. In addition, the Plans outline projects and strategies to use the mitigation payments to reduce single occupancy vehicle trips, increase safety and reduce traffic congestion. In 2009, Town Meeting created the Overlay Districts and its associated traffic fund. \$175,000 is requested in FY2023 CIP to develop effective Traffic Mitigation Plans for both Districts.

## **Justification/Benefit:**

A Traffic Mitigation Plan is required in order to implement the South Lexington TMOD and the Marrett Forbes TMOD. Without the Plan there is no basis for developers to participate in the TMOD provisions. Only developments in Planned Development Districts were required to implement traffic mitigation through MOU's. The Hartwell Area TMOD with its Plan has been successful in improving transportation in the Hartwell Area. It has raised funds for mitigation projects and provided opportunities for developers to implement traffic solutions. We expect that a Traffic Mitigation Plan can do the same for the South Lexington TMOD and the Marrett Forbes TMOD.

## **Impact if Not Completed:**

Without the Plan there is no basis for the developer to participate in the TMOD provisions. As the town looks for ways to expand economic development opportunities, the Planning Board will be proposing zoning changes to attract more development. For development in Lexington to be successful, we need to manage our traffic and transportation systems. These mitigation plans will guide the town through important permitting decisions and require meaningful mitigation from developers. If there is no plan in place and zoning is amended to attract further development, those developments will not be required to participate. Many will want to participate but their mitigation will be ad-hoc.

## **Timeframe:**

We expect to engage a transportation engineering and planning firm by the middle of FY2023. We expect the two Plans to be developed simultaneously as they are both needed and we hope to generate efficiencies by developing these plans together with the same consultant. Plans to be developed over an eight to twelve month time period. As such, the spending of this request will continue into FY2024.

## **Replacement Frequency:**

The Plan will need to be updated every ten years.

**Basis for Cost Projections:** A similar appropriation was made for the Hartwell Area TMOD Traffic Mitigation Plan in FY2010. It has been updated to reflect current anticipated costs.

**Stakeholders:** Planning Board, Select Board, South Lexington Area Residents, West Lexington Residents, DPW, Battle Road Scenic Byway Committee, Transportation Advisory Committee, Developers, National Park Service



## Town of Lexington - FY2023-27 Capital Improvement Project

**Operating Budget Impact:** No impact on operating budget

**Funding Source:** Traffic Mitigation Stabilization Fund

### Prior Authorizations:

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2018/16L	Hartwell Ave. TMOD Update	\$ 50,000	\$ —	\$ 49,965	\$ 35	\$ —
<b>Totals</b>		<b>\$ 50,000</b>	<b>\$ —</b>	<b>\$ 49,965</b>	<b>\$ 35</b>	<b>\$ —</b>

*\*Data current as of November 23, 2021.*

### Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer	\$ 175,000				
Project Management					
Construction					
Equipment					
Contingency					
<b>Totals</b>	<b>\$ 175,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —





# ***Town of Lexington - FY2023-27 Capital Improvement Project***

**Project Name:** Townwide Pedestrian & Bicycle Plan

**Date:** Sept. 13, 2021

**Project ID:** LU-23-3 **Department:** Land Use, Health & Development Department **Revised:**

**Submitted by:** Sheila Page

**Phone:** 781-698-4563

**Email:** spage@lexingtonma.gov

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## **Description of Project:**

A Townwide Pedestrian and Bicycle Plan (Plan) will compile existing conditions data, identify and prioritize future improvements to the streets, sidewalks, shared use paths to more safely accommodate pedestrians, rollers and bicyclists and provide meaningful connections to the region's active transportation network. The plan will provide a framework for the Transportation Safety Group (TSG) to address safety requests, prioritize sidewalk requests and inform Town Meeting in capital plan budget decisions. The Plan will update our sidewalk prioritization plan and sidewalk request process that addresses locations with the most need and creates the most benefit for the community. Plan development will rely on robust community engagement to help create a reliable network connecting people where they want to go. The Plan will provide a framework that will:

- help the TSG to address safety requests and prioritize sidewalk requests,
- inform Town Meeting in capital plan budget decisions,
- serve as a guide to the Planning Board and Select Board in permitting and agreement decisions, and
- support grant applications

The Plan will serve as an essential tool to serve Lexington residents holistically and to help us implement our Complete Street Policy and sustainability goals.

## **Justification/Benefit:**

As an active community interested in walking and rolling for both recreation and transportation, Lexington will greatly benefit from a bicycle-pedestrian plan.

- Creating a Plan will enable us to maintain our League of American Bicyclists Bronze status. Such efforts help target network improvements to assist Lexington to achieve silver and eventually gold status.
- A Plan accepted by the community positions us for transportation mitigation when projects come before our boards and committees.
- A Plan accepted by the community justifies the need in support of various grants opportunities.
- A comprehensive analysis of Lexington's active transportation needs will help staff, the Select Board and Town Meeting make tough decisions when competing safety and infrastructure improvement are requested by the residents and resources are stretched.

## **Impact if Not Completed:**

TSG and other Town departments and bodies will continue to put forth best practice recommendations based on older or incomplete analyses, but without the benefit of a needs assessment of the entire town.

## **Timeframe:**

It is expected that a scope and RFP will be developed in the first quarter of FY2023 with work to begin mid-year. The entire project is expected to take 12 months.

## **Replacement Frequency:**

It is expected that action items laid out in the plan will be implemented. TSG will track the Plan's progress and provide a plan update at year 5 of the implementation plan. A new plan or a plan update will be needed in approximately 12 years.

**Basis for Cost Projections:** The total cost is estimated to be \$80,000. This amount is estimated from the feedback from consultants and what other communities have spent: Bedford - \$80,000 (2015); Watertown - \$55,000 (2021);



## ***Town of Lexington - FY2023-27 Capital Improvement Project***

Arlington - \$80,000 (2018); Newton - \$150,000 (2018). The amount of analysis and data staff and various committees have collected will help to expedite data collection. The request is for \$65,000 because existing Transportation Network Company funds appropriated to TSG will cover the remaining \$15,000 estimated cost.

**Stakeholders:** Many established stakeholder groups have already documented various pedestrian and bicycle needs and have collected data to contribute to the Plan's development. These groups include:

- Bicycle Advisory Committee
- Transportation Advisory Committee
- Greenway Corridor Committee
- Commission on Disability
- Safe Routes to School/PTA at all Lexington Schools
- Select Board
- Planning Board
- Conservation Commission

In addition to the above groups there are countless residents who use our trails, paths, lanes, sidewalks and roadways. The Plan development will include input from the residents.

**Operating Budget Impact:** Implementation of the Plan will be enabled by DPW and TSG work plan allocation and budget requests for safety mitigation, signs, roadway, crosswalk, and sidewalk construction.

**Funding Source:** Traffic Stabilization Fund

**Prior Authorizations:** None.

Meeting  
none

### **Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition					
Design/Engineer	\$ 65,000				
Management					
Construction					
Equipment					
Contingency					
<b>Totals</b>	<b>\$ 65,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —

# Town of Lexington, Massachusetts



**Fiscal Year 2023**

**Land Use, Health & Development  
Department  
CPA Project Submission**



## Land Use, Health & Development Department

### FY2023-27 CPA Project Summary

ID#	CPA Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
LU-CPA-1	Willard's Woods Site Improvements	\$ —	\$ 597,114	\$ —	\$ —	\$ —	CPA, Other
LU-CPA-2	West Farm Meadow Preservation	\$ 28,175	\$ —	\$ —	\$ —	\$ —	CPA
LU-CPA-3	Wright Farm Barn Stabilization and Preservation	\$ 115,000	\$ —	\$ —	\$ —	\$ —	CPA, tax levy (if activities deemed not CPA eligible)
<b>Total Land Use CPA Projects</b>		\$ 143,175	\$ 597,114	\$ —	\$ —	\$ —	



## ***Town of Lexington - FY2023-27 CPA Project***

**Project Name:** Willard's Woods Site Improvements

**Date:** 9-22-2020

**Project ID:** LU-CPA-1 **Department:** Land Use, Health & Development Department **Revised:** 09-10-2021

**Submitted by:** Karen Mullins

**Phone:** 781-698-4501

**Email:** kmullins@lexingtonma.gov

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### **Description of Project:**

This request is a cost estimate placeholder for \$597,114 in FY2024 for the universal accessibility (UA) trail construction Phase II upon completion of the in progress Phase I project comprised of the Land Management Planning and Development of Engineering Design Plans. Willard's Woods is the largest and most popular conservation area in Lexington. With over 100 acres of open meadow, old-growth pine forest and wetland, and a historic mill pond, Willard's Woods provides an important natural oasis for many hikers, dog walkers, cyclists, and nature enthusiasts. The property supports place-based educational programming for the Diamond Middle School and hosts a half-mile segment of the ACROSS Route A Town-wide trail system. In addition, the picnic area and fire pits adjacent to the North Street parking area are utilized by the Lexington scouting program for camp-outs 6-10 times a year.

The property also contains a stone-dust bike path connecting Brent Road and North Street. This path was part of the original infrastructure on the property when it was transferred from Recreation to Conservation management in 1995. The path has deteriorated over the years and is no longer viable as an accessible pathway for bikes, strollers, users with mobility impairments, etc. Despite this, the path remains highly popular and is heavily eroded and damaged in certain sections due to its deterioration.

In accordance with the in progress Willard's Woods Ecological Land Management Plan and Universal Accessible Trail Report and Design, this project proposes to upgrade the existing stone dust bike path on the property and construct an accessible loop trail in the northern meadow that connects this bike path with the existing parking area on North Street. The trail would incorporate both historic and natural features on the property.

In order to responsibly protect the existing natural and historic resources on the property and implement a well-designed accessible trail system, the Conservation Commission proposes the following:

- Construct a universally accessible loop trail in the northern meadow connecting the North Street parking lot and the Brent Rd/North St stone dust bike path per the approved UA Trail Design.
- Upgrade the existing stone bike path to be universally accessible and the parking area on North Street to include up to 5 handicap accessible spaces.

### **Justification/Benefit:**

Willard's Woods continues to be the most popular and highly-visited conservation property in Lexington. The Conservation Commission has received multiple requests from residents over the past five years to upgrade the stone dust bikeway. At the same time, the Lexington Commission on Disability commented on the need for accessible improvements at Willard's Woods during its March 2018 meeting and the Conservation Department has received direct comments from the Commission's chair, Victoria Buckley, on the need for accessible improvements at the site.

The parking area on North Street needs to be renovated. It currently has major potholes and does not drain properly, making it difficult to drive on. In addition, the site lines onto North Street are poor. The DPW has filled the potholes over the years, but a parking area as heavily used as Willard's Woods needs to be upgraded. Further, there is presently no defined parking spaces within the parking lot, and vehicles park at will, meaning less efficient and reduced parking under current conditions.

Willard's Woods contains extensive meadow, wetland, and old growth pine forest. These resources need to be managed and protected for future generations.

The project would complement and enhance stream daylighting work completed in 2016 by the Engineering Division and meadow preservation work funded through the FY2018 CPA program and the on-going in process Phase I Ecological Land Management Plan and UA Trail Design (which completion was delayed due to Covid-19 and staff vacancies.)

**Impact if Not Completed:**

Willard's Woods bike path will continue to deteriorate without implementation of construction based on approved design and engineering plans. Since usage remains high and poor drainage and erosion continues to occur, the trail will likely become unsafe. The parking area on North Street will also continue to deteriorate. If unable to implement construction of the accessibility improvements, the Conservation Commission may need to consider implementing trail and parking lot closures if existing conditions create unsafe conditions that cannot be rectified with available means. Closing trails and parking area would make one of the most used and popular conservation areas inaccessible to the public.

**Timeframe:**

This phase 2 of the project comprised of construction of the accessibility improvements is proposed for FY2024, upon completion of the Phase I design and engineering plans and details.

**Replacement Frequency:**

Unknown at this time, and expect to have this information for detailed response when the Design and Engineering phase I completed.

**Basis for Cost Projections:** The FY2024 cost projection for this construction phase of the project is a placeholder from FY2021 based on a very preliminary cost estimate received from professional restoration specialists, specifically Mass Audubon Ecological Extension, Stantech, Kyle Zick Landscape Architects, and the Lexington Engineering Division for the original ADA improvements concept. This cost estimate is subject to change once the final Phase I Design and Engineering Plan is completed and an updated cost estimate in FY2024 is prepared.

**Stakeholders:** Conservation Commission, Conservation Division staff, Conservation Stewards, Commission on Disability, Recreation and Community Programs, Abutters, Visitors to Willard's Woods, Diamond Middle School students and faculty, Lexington Boy Scouts and Girl Scouts, local wildlife.

**Operating Budget Impact:** Estimate of \$10,000 every 10 years for maintenance of the accessible infrastructure.

**Funding Source:** CPA, Other

**Prior Authorizations:**

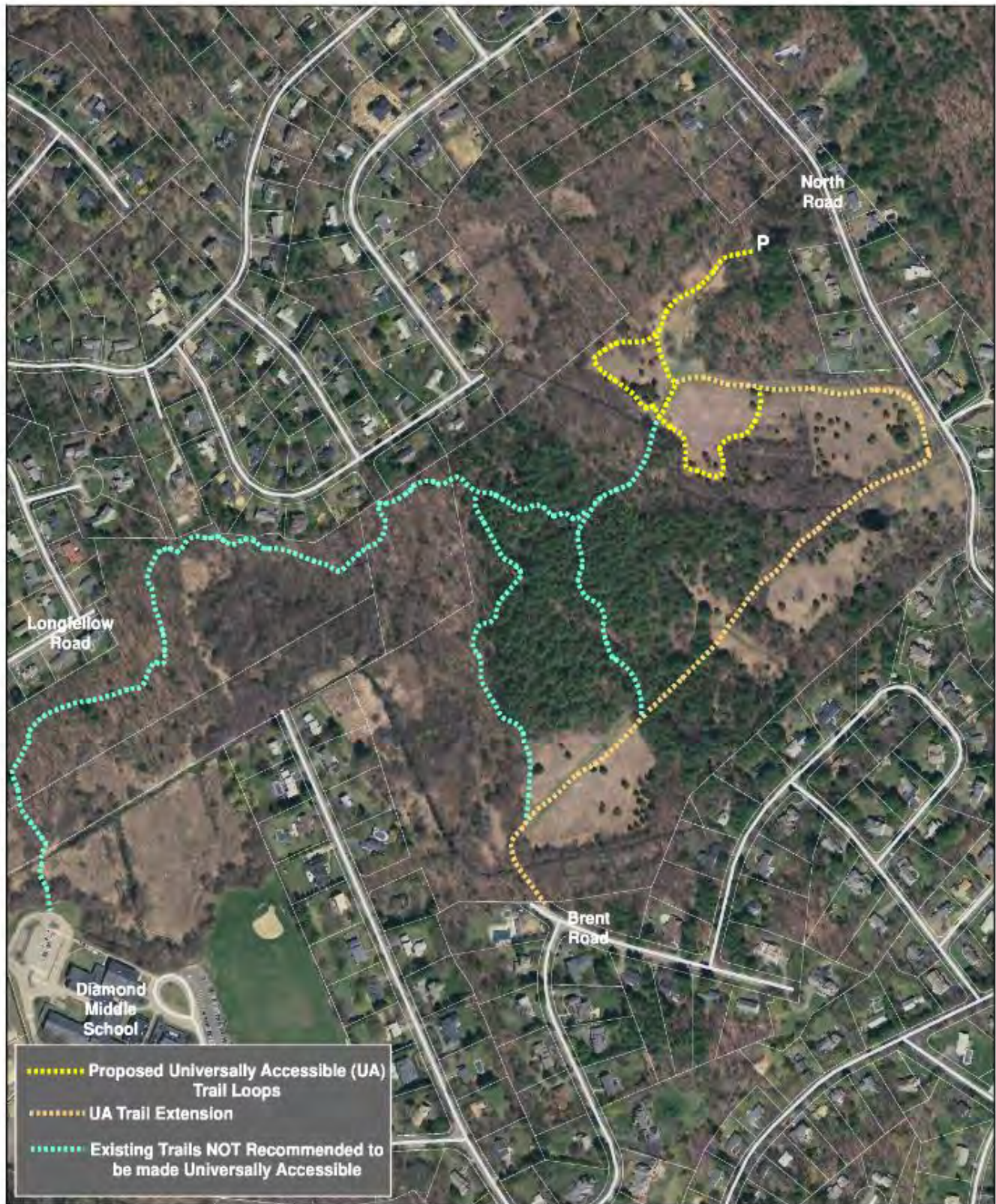
Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2019/14B	Willard's Woods Site Improvements	\$ 138,273	\$ —	\$ 23,627	\$ 114,646	\$ —
<b>Totals</b>		<b>\$ 138,273</b>	<b>\$ —</b>	<b>\$ 23,627</b>	<b>\$ 114,646</b>	<b>\$ —</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition					
Design/Engineer					
Project Management					
Construction		\$ 501,194			
Equipment					
Contingency		\$ 95,920			
<b>Totals</b>	<b>\$ —</b>	<b>\$ 597,114</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ 597,114	\$ —	\$ —	\$ —



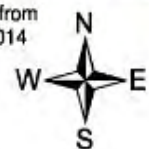


## Willard Woods Trail Plan Map

0 125 250 500 750 1,000 Feet

Conservation Works - June 2021

Aerial Photo from  
MassGIS 2014







## ***Town of Lexington - FY2023-27 CPA Project***

**Project Name:** West Farm Meadow Preservation

**Date:** 9-22-2020

**Project ID:** LU-CPA-2 **Department:** Land Use, Health & Development Department **Revised:** 09-29-2021

**Submitted by:** Karen Mullins

**Phone:**

**Email:** kmullins@lexingtonma.gov

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### **Description of Capital Program:**

This request is for \$28,175 in FY2023 for continuation of the conservation meadow preservation program. This project proposal is to preserve approximately 10 acres of meadow at West Farm to improve passive recreation opportunities, enhance wildlife and plant habitat, and create a renewed connection to Lexington's history through the recovery of stone walls and scenic vistas. Of the approximately 1,400 acres of conservation land owned and managed by the Conservation Commission, approximately 65 acres are upland meadows. These conservation meadows provide important wildlife habitat as well as recreational opportunities, scenic enjoyment, and a connection to Lexington's agricultural history.

Many of Lexington's meadows have had minimal maintenance since they were acquired, resulting in the following management and public health concerns:

- The advancement of invasive plants around meadow edges and throughout the meadows themselves, including Asiatic bittersweet, multi-flora rose, and black swallow-wort.
- The advancement of nuisance native plant species around meadow edges and throughout the meadows themselves including poison ivy and sumac species.
- The loss of historic stone walls and vistas, as they are overgrown by vegetation.
- The invasion of meadow habitat with shrubs and trees, particularly along fences, stonewalls, boundaries, field trees, and where mowing has not taken place. The project's main objectives are as follows:
- Preservation of meadow land that has been overgrown by shrubs, trees, and vines.
- Restoring views of stone walls, which serve as historic resources for Lexington's agricultural past.
- Managing invasive and nuisance native species encroachment on the field edges and throughout meadows.
- Providing an improved annual mowing and maintenance regime that promotes native vegetation, enhanced wildlife habitat, and safe recreational opportunities.

### **Goals of Capital Program:**

**Preservation of scenic vistas:** Scenic views into conservation meadows improve the aesthetic quality of our conservation properties and may actually increase property values in the neighborhoods where these fields are located. Additionally, in many cases scenic views were part of the original purpose of the Town's purchase of the land.

**Wildlife habitat protection:** The Massachusetts Audubon Society 2017 "State of the Birds" breeding bird report as well as Mass Audubon's Grassland Bird Program cite a "steeper, more consistent, and more widespread population decline [of grassland nesting birds] than any other group of birds in North America" due to a decline in grassland habitat. Additionally, removing invasive species and promoting natural meadow species through an improved mowing regime combined with active native species restoration will improve habitat for mammals, bees, butterflies, and other invertebrates as well. A statewide habitat assessment conducted by the Massachusetts Natural Heritage and Endangered Species Program has identified a decline in open grassland and mature forest habitat. West Farm provides both of these habitat elements, although the meadow habitat has been severely compromised through lack of field edge maintenance.

**Restoration of stone walls:** Stone walls are an important historic resource and provide a link to Lexington's agricultural past

**Restoration of passive recreational opportunities:** Meadows offer important local recreational opportunities, such as bird-watching, walking, cross-country skiing, and picnicking.

Community Engagement: Restoring scenic views and maintaining open meadows will generate renewed interest in conservation and may result in increased participation in volunteer conservation efforts coordinated by the Conservation Division.

**Impact if Not Maintained:**

The Massachusetts Division of Fisheries and Wildlife Natural Heritage and Endangered Species program has identified open grassland and meadow preservation as a statewide priority for land management. Meadows pose a land management challenge because they require annual mowing and maintenance to remain open and free of invasive species; when left untended for even short periods of time, they quickly revert to shrub-land and forest and become difficult to maintain. Additionally, meadow edges are particularly difficult to maintain due to the challenge of mowing close to fences, stone walls, and tree lines.

**Major Spending over Past 5 Years:**

The project is part of a multi-year Conservation Meadow Preservation Program. In FY2015 and FY2016, Hennessy Field and Joyce Miller's Meadow were restored. In FY2018-FY2019, Wright Farm received the same treatment. Willard's Woods meadow preservation is pending finalization of the Ecological Management Plan and ADA site improvements. Daisy Wilson, via FY2021 appropriation, is currently undergoing preservation with expected completion in 2022.

**Work Currently Underway:**

The FY2018 funding appropriated for Willard's Woods Meadow Preservation will be expended once the Ecological Land Management Plan, containing the recommended meadow preservation activities, is finalized and approved by the Conservation Commission. The Conservation Division hired a contractor in FY2022 for work at Daisy Wilson meadow preservation. Project implementation began in Summer 2021, and is expected to be completed in 2022.

**Planned Spending for Next 5 Years:**

There are three additional conservation area meadows, Idylwilde, Juniper Hill, and Shaker Glen, subject to the preservation program but that have not been prioritized over the next five years at this point by the Conservation Commission due to bandwidth and need to complete other approved priority projects during this timeframe.

**Basis for Cost Projections:**

The cost projection for this project is based on previous meadow preservation cost estimates received from professional restoration specialists, Heritage Fields, and the experience of Conservation Division Staff with previous meadow preservation projects. There is a slight increase from previous year projects recognizing the need to provide for greater amounts of active planting of native species to further promote preservation of the meadows.

**Stakeholders:** Conservation Division Staff, Conservation Stewards, Conservation Commission, Lexington residents who use any of Lexington's conservation meadows, Abutters to conservation meadows, local wildlife.

**Operating Budget Impact:**

With proper annual maintenance via meadow mowing, these preservation projects will be one-time expenses. Annual mowing expense increase = \$800.

**Funding Source:** CPA

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Description</b>	<b>Authorized</b>	<b>Expended*</b>	<b>Encumbered*</b>	<b>Remaining*</b>	<b>Returned</b>
2015/8A	Meadow Preservation Program	\$ 26,400	\$ 24,957	\$ —	\$ —	\$ 1,443
2017/10E	Meadow Preservation - Willard's Woods and Wright Farm	\$ 40,480	\$ 11,000	\$ 5,600	\$ 23,880	\$ —
2020/10E	Daisy Wilson Meadow Preservation	\$ 22,425	\$ 14,500	\$ 7,600	\$ 325	\$ —
<b>Totals</b>		<b>\$ 89,305</b>	<b>\$ 50,457</b>	<b>\$ 13,200</b>	<b>\$ 24,205</b>	<b>\$ 1,443</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition					
Design/Engineer					
Project Management					
Construction	\$ 24,500				
Equipment					
Contingency	\$ 3,675				
<b>Totals</b>	<b>\$ 28,175</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ 28,175	\$ —	\$ —	\$ —	\$ —

# Lexington Conservation Lands

Town of Lexington Conservation Division • 1625 Massachusetts Avenue • Lexington, MA 02420 • 781.862.0500



Data provided by the Town of Lexington and the Office of Geographic and Environmental Information (MassGIS), Commonwealth of Massachusetts Executive Office of Environmental Affairs

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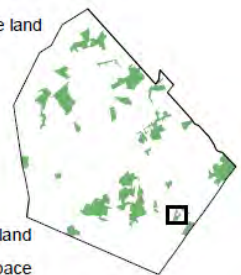
## West Farm

13 acres, 0.8 miles of trail. Trails at West Farm cross open meadows, pass through a small forested area, and follow part of a historic cart path, located just above Wilson Farm. A walk along the cart path offers a unique view of the cultivated fields of Wilson's farm, one of the few working farms remaining in Lexington.

Access is from two locations on Oak Street, which is just east of the intersection of Massachusetts Avenue and Pleasant Street). Limited parking is available on Oak Street.

### Legend

- Trail
- Trail on private land
- Feature
- Entry point
- Street
- Stream
- Water body
- Conservation land
- Other open space









## ***Town of Lexington - FY2023-27 CPA Project***

**Project Name:** Wright Farm Barn Stabilization and Preservation

**Date:** 9-10-2021

**Project ID:** LU-CPA-3 **Department:** Land Use, Health & Development Department **Revised:**

**Submitted by:** Karen Mullins

**Phone:** 781-698-4501

**Email:** kmullins@lexingtonma.gov

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### **Description of Project:**

The Conservation Commission Wright Farm Advisory Subcommittee (WFAS) was originally convened in March of 2020, but never met formally until November 23, 2020, as a result of the coronavirus pandemic. Since that time they have held six meetings and developed the recommendations for management of Wright Farm Conservation Area including barn stabilization and preservation.

The Town of Lexington purchased the portion of Wright Farm with structures, at 241 (247)\* Grove St, in 2016. The buildings were all in need of repair at that time. Since then, the House has been renovated by LexHAB (Lexington Housing Assistance Board). The Barn is still in dire need of work to stabilize its shell to prevent having to demolish it or spend even greater funds to preserve it if it continues to sit exposed to the weather.

While the WFAS would like to see the Barn preserved for use as a year-round multi-purpose public building, they understand that full preservation is a huge project and that funds for full-scale preservation are unlikely to be available in the near future. For the short-term, the WFAS has agreed to recommend to the Conservation Commission that the best course of action is to tend to the immediate shell stabilization needs of the Barn structure and make it functional for three-season use by the public, including opening the ground floor of the barn for local events under controlled and supervised conditions when the Barn is open to the public.

At a minimum, to prevent further decay and allow for preservation of the barn, the barn needs to be stabilized by preventing weather and water damage and this is the subject of this phase I request. To begin, the windows, gutters and down spouts and roof shingles need to be addressed. In addition, ponding water in the lowest below grade level needs to be addressed, most likely with a sump pump collection system, and which will require an electrical utility connection.

\*The original postal address of the entire property was 241, but since the house has been granted its own lot the Barn and Conservation land are now at 247 (to be confirmed) while the house maintains the 241 street address.

### **Justification/Benefit:**

The boarding up of any broken windows will be a short-term solution to keep birds and weather out of the building while funds are raised for permanent replacement windows. The most efficient and practical immediate response would be to simply cover all broken windows with plywood. It was pointed out that painting the plywood (white) would make the building look less abandoned. This led to an idea tentatively called "Art on the Barn" in which we might persuade local artists to paint the plywood sheets before they are installed on the Barn. Some funds might be raised by asking for people to "sponsor" a particular panel, or perhaps by raffling off the panels, with the understanding that they would become the property of the sponsor/winner when removed from the Barn. (This potential project will take some coordination, planning, and follow-up - WFAS members are reaching out to other community members who may be able to help and/or advise.)

The water in the cellar of the Barn is a significant issue that must be addressed. It appears to be groundwater that seeps in from below, but the deterioration of the gutters & downspouts contributes to water entering the space. Reconstructing the cellar floor and adding a pump system will help from the bottom, and repairing/replacing the gutters will help from the top. A number of the eave and fascia boards will also need to be replaced due to rot.

Work on the gutters, fascia, etc will be futile if the roof is left as is, and those parts of the project would naturally be tied together. As noted, the roof currently seems sound, but is aging and rot is creeping in from the outside.

Installing a pump in the cellar will help with the water problem, but will also require electricity. In addition, further work on the barn will be simplified by the installation of electric service. In the long-term we would like to install solar panels to provide some if not all of the electricity at the site. Also long-term, we recommend considering a cistern for collection of the pumped-out water, to be used in proposed future Community Gardens on the site.

The WFAS has also recommended demolition of the lean-to addition to the rear since it was a more recent addition and not an integral part of the historic barn. While demolishing the lean-to portion of the structure is not immediately required, it seems prudent to do it along with the immediate stabilization work since that portion of the barn also needs repair and it makes little sense to repair something that will eventually be removed.

**Impact if Not Completed:**

The Wright Farm Barn will continue to decay, causing an eyesore and hazard to the property and to the visiting public, as well as result in increased costs in the future if the Barn is to be preserved as intended for open space educational and historical value, which was one of the stated objectives identified when purchasing the property.

**Timeframe:**

Engage contractors for various activities during FY2023

**Replacement Frequency:**

Regular future maintenance cycle for upkeep of barn once stabilized and preserved.

**Basis for Cost Projections:**

Based on preliminary cost estimates received from professional contractors for each respective activity.

**Stakeholders:** Conservation Commission and Division, Public Facilities Dept., Lexington Schools, Recreation and Community Programs, abutters, and visitors

**Operating Budget Impact:**

Electricity costs

**Funding Source:** CPA, tax levy (if activities deemed not CPA eligible)

**Prior Authorizations:** Land Acquisition purchase.

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition					
Design/Engineer					
Project Management					
Construction	\$ 100,000				
Equipment					
Contingency	\$ 15,000				
<b>Totals</b>	<b>\$ 115,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ 115,000	\$ —	\$ —	\$ —	\$ —

## **AGENDA ITEM SUMMARY**

### **LEXINGTON SELECT BOARD MEETING**

#### **AGENDA ITEM TITLE:**

FY2023 Proposed Budget - Information Technology Presentation

#### **PRESENTER:**

Tim Goncalves, Director of  
Innovation & Technology

#### **ITEM NUMBER:**

I.2

#### **SUMMARY:**

*No vote is requested for this agenda item.*

Review preliminary FY2023 budget for the Department of Innovation & Technology.

#### **SUGGESTED MOTION:**

#### **FOLLOW-UP:**

#### **DATE AND APPROXIMATE TIME ON AGENDA:**

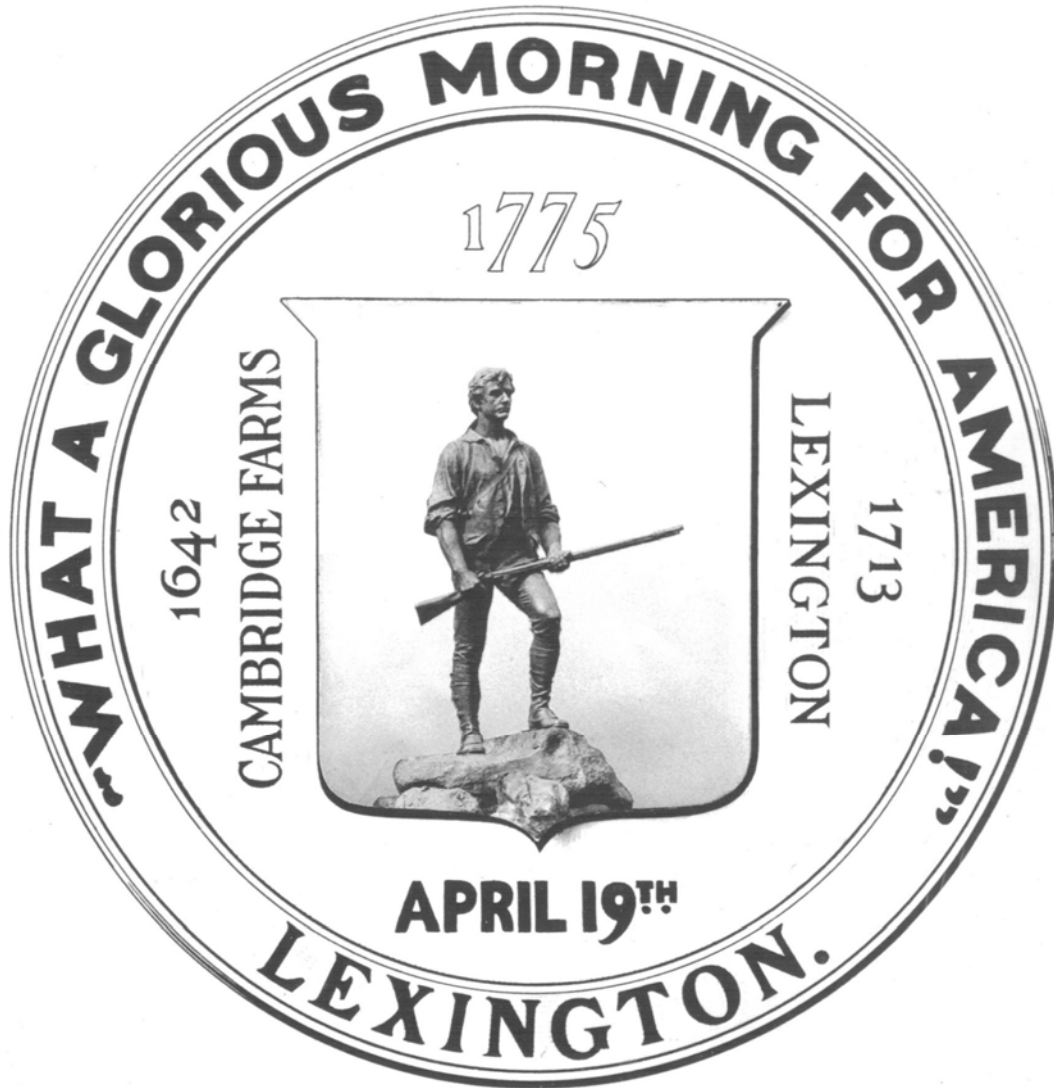
12/7/2021

5:30pm

#### **ATTACHMENTS:**

Description	Type
 Presentation - Innovation & Technology FY2023 Proposed Budget	Presentation





Department of Innovation & Technology  
Requested Budget  
Fiscal Year 2023

Submitted by:  
Tim Goncalves,  
Director of Innovation & Technology

Select Board Presentation  
December 7, 2021



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 8000 General Government      **Subprogram:** 8600 Innovation & Technology

**Mission:** The Department of Innovation and Technology (IT) provides a customer-centric approach to the delivery of innovative technology solutions to meet the needs of the Town Departments and to strengthen the services provided to our residents while providing the highest level of security to the Town Network.

**Budget Overview:** The FY2023 budget request for Innovation & Technology reflects a decrease of \$(133,403) or (4.78)% from the revised FY2022 budget. Compensation decreases \$(34,438) or (3.85)%, which is a net change reflecting the transfer of a staff member to Cary Library, which offsets contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

Expenses decrease \$(98,965) or (5.22)%. The major factors driving the decrease in the expense budget are the decreases in Contract Services, PC and LAN Hardware, and various decreases in other line items.

The Department of Innovation and Technology supports, maintains and manages townwide business-related technology. The department supports townwide core services including the financial system (MUNIS), time keeping (NovaTime), document management (Laserfiche), facilities maintenance and management technology, domain management, emergency management web sites and services, and VoIP telephone systems. IT maintains the infrastructure and security of the network core and co-manages the townwide area network for Municipal and School departments. The Department manages all Municipal technology purchases and performs the installations and maintenance of Municipal IT equipment and services. IT collaborates with Town departments to select, design and implement technologies. Some Municipal systems supported by the Department include the public safety system (ProPhoenix), Assessors database (VISION), Town permitting and inspections system (Citizen Services), GIS systems (ESRI), work and asset management systems (PeopleGIS, SchoolDude, Freshservice), Town website and social communication systems, Municipal Systems and Infrastructure (VMWare, Microsoft applications, antivirus/cybersecurity software, archiving applications, backup systems, IT management systems, cloud storage), and many other applications. IT staff also provide support and training for end-users.

#### Department Goals:

##### 1. Maximize the value of current systems

- |                    |               |                 |
|--------------------|---------------|-----------------|
| a. Laserfiche      | d. VISION     | g. SeamlessDocs |
| b. ViewPoint Cloud | e. BlueBeam   |                 |
| c. MUNIS           | f. ProPhoenix |                 |

2. Continue to invest in the Town's IT infrastructure and security posture
  - a. Implement recommendations from the network assessment
  - b. Implement recommendations from the cybersecurity assessment
  - c. Investigate additional cybersecurity/security measures and services
3. Increase Customer Service Quality
  - a. Emphasis on a customer-centric approach to working with the departments and staff
4. Focus on future visioning for IT
  - a. Mobile work initiatives
  - b. Hosting and replatforming of core systems
  - c. Unified communication
  - d. Disaster Recovery (DR) planning and expansion of capabilities
  - e. Network redundancy planning and implementation

<b>Program Improvement Requests</b>	<b>Comp.</b>	<b>Expenses</b>	<b>Benefits</b>	<b>Total</b>
Administrative Assistant (PT to FT)	\$ 34,197	\$ —	\$ 16,888	\$ 51,085
Applications Administrator	\$ 66,895	\$ —	\$ 17,362	\$ 84,257
Fiber Maintenance and Repair	\$ —	\$ 5,000	\$ —	\$ 5,000
Email Encryption/Decryption Software	\$ —	\$ 69,868	\$ —	\$ 69,868
<b>Total 8600 by Request</b>	<b>\$ 101,092</b>	<b>\$ 74,868</b>	<b>\$ 34,250</b>	<b>\$ 210,210</b>

<b>Funding Sources</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Estimate</b>	<b>FY2023 Projected</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Tax Levy	\$1,792,874	\$2,109,853	\$2,700,253	\$2,532,434	\$(167,819)	(6.21)%
Enterprise Funds (Indirects)	\$142,966	\$119,524	\$89,039	\$123,455	\$34,416	28.79%
<b>Total 8600 Innovation &amp; Tech.</b>	<b>\$1,935,840</b>	<b>\$2,229,377</b>	<b>\$2,789,292</b>	<b>\$2,655,889</b>	<b>\$(133,403)</b>	<b>(4.78)%</b>

<b>Appropriation Summary</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Appropriation</b>	<b>FY2023 Request</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Compensation	\$860,292	\$836,010	\$894,792	\$860,354	\$(34,438)	(3.85)%
Expenses	\$1,075,548	\$1,393,367	\$1,894,500	\$1,795,535	\$(98,965)	(5.22)%
<b>Total 8600 Innovation &amp; Tech.</b>	<b>\$1,935,840</b>	<b>\$2,229,377</b>	<b>\$2,789,292</b>	<b>\$2,655,889</b>	<b>\$(133,403)</b>	<b>(4.78)%</b>

<b>Program Summary</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Appropriation</b>	<b>FY2023 Request</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
8610 IT Administration	\$1,935,840	\$2,229,377	\$2,789,292	\$2,655,889	\$(133,403)	(4.78)%
<b>Total 8600 Innovation &amp; Tech.</b>	<b>\$1,935,840</b>	<b>\$2,229,377</b>	<b>\$2,789,292</b>	<b>\$2,655,889</b>	<b>\$(133,403)</b>	<b>(4.78)%</b>

<b>Object Code Summary</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Appropriation</b>	<b>FY2023 Request</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Salaries & Wages	\$855,562	\$831,717	\$890,374	\$855,878	\$(34,496)	(3.87)%
Overtime	\$4,729	\$4,293	\$4,418	\$4,476	\$58	1.31%
<i>Personal Services</i>	<i>\$860,292</i>	<i>\$836,010</i>	<i>\$894,792</i>	<i>\$860,354</i>	<i>\$(34,438)</i>	<i>(3.85)%</i>
Contractual Services	\$891,561	\$1,179,015	\$1,542,000	\$1,487,035	\$(54,965)	(3.56)%
Utilities	\$82,381	\$95,684	\$129,000	\$127,500	\$(1,500)	(1.16)%
Supplies	\$(4,401)	\$7,560	\$29,500	\$17,000	\$(12,500)	(42.37)%
Small Capital	\$106,007	\$111,108	\$194,000	\$164,000	\$(30,000)	(15.46)%
<i>Expenses</i>	<i>\$1,075,548</i>	<i>\$1,393,367</i>	<i>\$1,894,500</i>	<i>\$1,795,535</i>	<i>\$(98,965)</i>	<i>(5.22)%</i>
<b>Total 8600 Innovation &amp; Tech.</b>	<b>\$1,935,840</b>	<b>\$2,229,377</b>	<b>\$2,789,292</b>	<b>\$2,655,889</b>	<b>\$(133,403)</b>	<b>(4.78)%</b>



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 8000 General Government      **Subprogram:** 8600 Innovation & Technology

	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Innovation & Technology Director*	1	1	1	1
Information Technology Director	1	1	1	1
Municipal Assistant	0.43	0.43	0.43	0.43
Business Analyst/Project Manager	2	2	2	2
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	1	1	1	1
Applications & Systems Administrator	1	1	1	1
Webmaster**	2	2	1	1
Part-time Intern	0.25	0.25	0.25	0.25
Total FTE	10.68	10.68	9.68	9.68
Total FT/PT	10 FT/2 PT	10 FT/2 PT	9 FT/2 PT	9 FT/2 PT

\*In FY2021, the Information Technology Department was renamed the Department of Innovation & Technology, which resulted in a title change for the department head.

\*\*In FY2022, a webmaster was reassigned to Cary Library at Fall 2021 Special Town Meeting.



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 8000 General Government      **Subprogram:** 8600 Innovation & Technology

**Element:** 8610 IT Administration

**Budget Description:** The Innovation & Technology (IT) FY2023 budget request reflects a \$(133,403) or (4.78)% decrease from the revised FY2022 budget. Compensation decreases by \$(34,438), or (3.85)%, which is a net change that reflects the transfer of a staff member to Cary Library, offset by contractually obligated increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The requested expense budget reflects an overall decrease of \$(98,965) or (5.22)%. Notable changes from the FY2022 budget include -

- An increase in Communications and Network Support (\$70,000) to cover costs associated with the replacement of the Network Core.
- A decrease in Contract Services (\$62,000) due to fewer projects requiring contracted services during FY2023.
- A decrease in PC Hardware (\$30,000) due to the large deployment of laptops during the pandemic and FY2022 budgeting.
- A decrease in overall Software Maintenance (\$30,965; now broken out into 3 categories; Townwide, Municipal, IT Support) as detailed below.
- A decrease in LAN Hardware (\$17,000) due to reduced server replacement needs.
- An increase in LAN Peripherals (\$12,000) for replacing the network switches at the Community Center.

The Software Maintenance budget has been broken up into three new categories.

- Townwide Software Support - This is for Townwide (Town and School) applications such as MUNIS, Laserfiche, and Workiva (Wdesk).
- Department Software Support - This is for Department-specific (or multi-department) applications such as PeopleGIS, SchoolDude Work Order System, and NovusAgenda.
- IT Software Support - This is for IT, general infrastructure and security applications such as our Freshservice ticketing system, Anti-virus applications and our remote assistance tools.

Although there are annual increases in software maintenance in applications like MUNIS and ProPhoenix, the number of licenses for many other applications were cut or reduced, especially under IT Software Support, which represents an overall reduction of \$(30,965).

### Budget Data (by Expense Category and Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$850,768	\$823,391	\$850,079	\$815,929	\$(34,150)	(4.02)%
511010	Part-Time Wages	\$0	\$0	\$24,995	\$25,649	\$654	2.62%
512000	Seasonal Part-Time	\$4,406	\$7,717	\$10,000	\$10,000	\$0	—%
514090	Longevity	\$388	\$609	\$5,300	\$4,300	\$(1,000)	(18.87)%
513000	Overtime	\$4,729	\$4,293	\$4,418	\$4,476	\$58	1.31%
<i>Subtotal Compensation</i>		<i>\$860,292</i>	<i>\$836,010</i>	<i>\$894,792</i>	<i>\$860,354</i>	<i>\$(34,438)</i>	<i>(3.85)%</i>
520000	Contract Services	\$40,335	\$48,234	\$166,000	\$104,000	\$(62,000)	(37.35)%
530000	Professional Services	\$32,033	\$0	\$0		\$0	—%
<i>Subtotal Contractual Services</i>		<i>\$72,368</i>	<i>\$48,234</i>	<i>\$166,000</i>	<i>\$104,000</i>	<i>\$(62,000)</i>	<i>(37.35)%</i>
534060	Comm. & Network Supp.	\$110,250	\$275,448	\$210,000	\$280,000	\$70,000	33.33%
<i>Subtotal Core Shared Expenses</i>		<i>\$110,250</i>	<i>\$275,448</i>	<i>\$210,000</i>	<i>\$280,000</i>	<i>\$70,000</i>	<i>33.33%</i>
521000	Utilities	\$45,181	\$60,629	\$95,000	\$92,500	\$(2,500)	(2.63)%
534030	Mobile Devices	\$37,200	\$35,055	\$34,000	\$35,000	\$1,000	2.94%
<i>Subtotal Utilities</i>		<i>\$82,381</i>	<i>\$95,684</i>	<i>\$129,000</i>	<i>\$127,500</i>	<i>\$(1,500)</i>	<i>(1.16)%</i>
572000	Mileage	\$503	\$410	\$1,000	\$1,000	\$0	—%
530060	Prof Dev & Training	\$3,795	\$25,524	\$32,000	\$24,500	\$(7,500)	(23.44)%
571000	Travel	\$4,923	\$0	\$15,000	\$8,000	\$(7,000)	(46.67)%
530040	Sem./Workshops/Conf.	\$4,807	\$1,634	\$13,000	\$8,000	\$(5,000)	(38.46)%
573000	Membership/Dues	\$533	\$1,400	\$3,000	\$3,000	\$0	—%
558010	Clothing & Safety Equipment	\$(2,173)	\$1,336	\$2,500	\$2,500	\$0	—%
<i>Subtotal Staff Support Services</i>		<i>\$12,388</i>	<i>\$30,304</i>	<i>\$66,500</i>	<i>\$47,000</i>	<i>\$(19,500)</i>	<i>(29.32)%</i>
538080	Printing & Forms	\$0	\$0	\$500	\$500	\$0	—%
538010	Advertising	\$150	\$92	\$3,000	\$1,500	\$(1,500)	(50.00)%
527020	Equipment Rental	\$2,711	\$2,521	\$3,500	\$3,500	\$0	—%
558000	Supplies	\$(4,754)	\$4,138	\$22,000	\$10,000	\$(12,000)	(54.55)%
542000	Office Supplies	\$1,993	\$686	\$2,000	\$1,500	\$(500)	(25.00)%
<i>Subtotal Office Expenses</i>		<i>\$100</i>	<i>\$7,437</i>	<i>\$31,000</i>	<i>\$17,000</i>	<i>\$(14,000)</i>	<i>(45.16)%</i>
534050	Hardware Support	\$15,749	\$73,463	\$73,000	\$62,000	\$(11,000)	(15.07)%
585020	Small Equipment	\$0	\$815	\$1,000	\$1,000	\$0	—%
558020	LAN Hardware	\$14,079	\$15,479	\$25,000	\$8,000	\$(17,000)	(68.00)%
558030	PC Hardware	\$70,438	\$11,713	\$80,000	\$50,000	\$(30,000)	(37.50)%
558060	LAN Peripherals	\$3,496	\$12,000	\$12,000	\$24,000	\$12,000	100.00%
558070	PC Peripherals	\$17,942	\$20,756	\$15,000	\$20,000	\$5,000	33.33%
542040	Office Equipment	\$660	\$20,321	\$16,000	\$16,000	\$0	—%
<i>Subtotal Hardware</i>		<i>\$122,364</i>	<i>\$154,547</i>	<i>\$222,000</i>	<i>\$181,000</i>	<i>\$(41,000)</i>	<i>(18.47)%</i>
558040	LAN Software	\$8,615	\$16,465	\$35,000	\$35,000	\$0	—%
558050	PC Software	\$(9,223)	\$13,559	\$10,000	\$10,000	\$0	—%
534041	Townwide Software Support	\$365,965	\$367,172	\$455,000	\$463,000	\$8,000	1.76%
534042	Municipal Software Support	\$212,930	\$242,741	\$298,255	\$321,285	\$23,030	7.72%
534043	IT Software Support	\$97,410	\$141,776	\$271,745	\$209,750	\$(61,995)	(22.81)%
<i>Subtotal Software</i>		<i>\$675,697</i>	<i>\$781,713</i>	<i>\$1,070,000</i>	<i>\$1,039,035</i>	<i>\$(30,965)</i>	<i>(2.89)%</i>
<i>Note - Historical spending for Townwide, Municipal and IT Software are approximations to provide context. In MUNIS, they fall under the same object code.</i>							
<i>Subtotal Expenses</i>		<i>\$1,075,548</i>	<i>\$1,393,367</i>	<i>\$1,894,500</i>	<i>\$1,795,535</i>	<i>\$(98,965)</i>	<i>(5.22)%</i>
<b>Total 8610 IT Administration</b>		<b>\$1,935,840</b>	<b>\$2,229,377</b>	<b>\$2,789,292</b>	<b>\$2,655,889</b>	<b>\$(133,403)</b>	<b>(4.78)%</b>

# FY2023 Program Improvement Request

#1 of 3

**Department:** Innovation & Technology

**PIR Title:** Administrative Assistant (PT to FT)

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	1.00		\$ 59,846	\$ 59,846
511010	Part-Time Wages	-0.43		\$ (25,649)	\$ (25,649)
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.57	\$ —	\$ 34,197	\$ 34,197
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 16,888	\$ 16,888
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

**Purpose/Description of Request:** The purpose of this request is to convert our part-time Administrative Assistant position to a full-time position. The department currently includes 9 full-time employees and 2 part-time employees and we have a budget of \$1.9 million in expenses alone. The AP Warrants and Payroll and a few other small duties currently occupies the 15 hours a week that the current position is approved for. Many duties on the current job description cannot be completed due to the lack of hours and we are hoping to get this position more involved with the department budget, customer service, time-off requests, memos, purchasing, organizing department software licenses, contracts, and payments, and project coordination.

**Service Implication:** The department is in need of a full-time position to accomplish all of the current duties plus added additional duties to help run the department more efficiently. With the added hours, we would be able to separate duties from other roles in the department to help focus on the current strategy of the department which is putting greater emphasis on customer service and the completion of many outstanding projects.



# FY2023 Program Improvement Request

#2 of 4

**Department:** Innovation & Technology

**PIR Title:** Applications Administrator

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	1.00		\$ 66,045	\$ 66,045
513000	Overtime			\$ —	\$ —
	Other Compensation			\$ 850	\$ 850
	Total Compensation	1.00	\$ —	\$ 66,895	\$ 66,895
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 17,362	\$ 17,362
<u>Expenses</u>					
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

**Purpose/Description of Request:** The purpose of this request is to hire a full-time, Applications Administrator. This request is similar to one in years prior for adding a second Applications Administrator position (Requested in FY2020 and FY2021).

The current salary range is \$32.77-\$43.78/hr. For this calculation, the mid-point of \$38.51/hr is used, at 35/hrs per week, and 49 weeks per year, \$66,044.65 plus medical benefits.

Currently some of the larger applications in need of additional support are our Financial System, Public Safety System, Document Management System, Microsoft Office Suite, GIS Systems and Services and our Electronic Permitting System.

Over the past 10 years, the growth in complex, enterprise applications has rapidly increased to meet the needs of the Town. The Department has grown, but not at a rate to match the demands of the technology. Application adoption is growing in Town and more importantly, the maximization of our current applications. In line with Departmental goals, we have been maximizing the use of current technology and are utilizing our applications beyond just the basics which is requiring additional support from the department. Another significant area of organizational growth is staff mobility technology and tools.

**Service Implication:** There is currently a lack of advanced knowledge and support for the growing number (and increased utilization) of applications and bottle necking the workloads for the of current roles in the department. There is also a lack of support and progression for our infrastructure systems and security practices since our current Systems and Applications Administrator is trying to accomplish both roles. Currently, some of our larger enterprise applications are being supported by our Project Management team. They spend roughly 20 hours a week supporting, troubleshooting, and doing technical work which is taking them away from coordinating their projects and being able to take on additional project management.

# FY2023 Program Improvement Request

#3 of 4

**Department:** Innovation & Technology

**PIR Title:** Fiber Maintenance and Repair

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023	TOTAL FY2023 Request	Projected FY2024 Costs
<u>Compensation</u>						
511000	Regular Wages				\$ —	
511010	Part-Time Wages				\$ —	
513000	Overtime				\$ —	
	Other Compensation				\$ —	
	Total Compensation	0.00	\$ —	\$ —	\$ —	\$ —
<u>Benefits</u>						
	Benefits Eligible?	0		\$ —	\$ —	\$ —
<u>Expenses</u>						
534060				\$ 5,000	\$ 5,000	\$ 20,000
					\$ —	
					\$ —	
	Total Expenses		\$ —	\$ 5,000	\$ 5,000	\$ 20,000

### Purpose/Description of Request:

This PIR is a companion to a capital request to install a redundant network for the Town. As we install redundant fibered and wireless pathways throughout Town to meet the growing needs for network resiliency, we need to maintain that infrastructure and repair it as necessary. The redundant pathways are not currently covered by Town insurance and if damage were to occur via storm damage or other uninsured sources we will need to repair that damage. The current network operates on RCN-owned fiber, which will continue to be maintained by RCN.

This is being submitted as a PIR due to the anticipated annual cost for what is essentially a new service. The request is for \$5,000 for the partial first year, which annualizes to \$20,000 in FY2024 and future years. Construction is anticipated during FY2023, so the maintenance contract will only be needed during the time period when the network is operational. This amount will adjust as the infrastructure is constructed, the asset value of the infrastructure grows and as history is developed with this infrastructure. This contract will be reevaluated annually for sufficient funds and will only be used for network infrastructure repair and maintenance via an emergency response contract and T&M for repairs.

### Service Implication:

The Town's essential services and assets are dependent upon the integrity and resiliency of the fibered network. For this reason, redundant pathways will be installed. This funding is only for the repair and maintenance of Town installed network infrastructure to maintain its ability to function normally. Loss of these critical pathways could result in loss of communication with public safety radios as well as telephone and LAN/data communication and access.

# FY2023 Program Improvement Request

#4 of 4

**Department:** Innovation and Technology

**PIR Title:** Email Encryption/Decryption Software

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
534040	Software Licensing			\$ 61,118	\$ 61,118
520000	Services-Encryption		\$ 6,250		\$ 6,250
520000	Services-Exchange		\$ 2,500		\$ 2,500
	Total Expenses		\$ 8,750	\$ 61,118	\$ 69,868

### Purpose/Description of Request:

This request is for the purchase and install of a software solution that allows for email encryption and encryption of files in transport that is fully compatible with the Town email and archiving solution. The solution currently selected will allow for Outlook integrated encryption for 100 Municipal staff members. This encryption solution is compliant with privacy encryption requirements (HIPAA, CJIS, PII) and records laws. Additionally, it allows for email discovery within our existing email archiving and discovery solution.

The cost for the software and licensing for 100 users is \$61,118. There are one-time costs to install the encryption solution and integrate it in our archiving solution (\$6,250) and to complete the install in Exchange (\$2,500), for a total of \$69,868. If the Town wishes to increase the number of licensed users in the future, additional licenses may be purchased to match the need. (To license 400 users, the cost would be approx.\$86,000 for software maintenance).

We anticipate a 2% annual increase in software support and that future costs will also include software upgrades and maintenance beyond the software support cost (estimated to be approx \$4-8,000).

### Service Implication:

The Town is currently able to create individual encrypted emails and encrypt files in transport; however, we do not have a solution that is fully integrated nor one that archives the email and allows for discovery. Per the advice of Town counsel, the Town needs to change to a solution that allows for discovery and archiving.



## Department of Innovation & Technology

### FY2023-27 Capital Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
5027	Application Implementation	\$ 158,500	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	Cash Capital, Bonding
5029	Network Core Equipment Replacement	\$ —	\$ 80,000	\$ 190,000	\$ —	\$ 260,000	Cash Capital, Bonding
5030	Municipal Technology Improvement Program	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Cash Capital, Bonding
5031	Network Redundancy & Improvement Plan	\$ 945,000	\$ 450,000	\$ 220,000	\$ 110,000	\$ —	Cash Capital, Bonding, ARPA
5033	Phone Systems & Unified Communications	\$ —	\$ —	\$ 90,000	\$ 80,000	\$ 60,000	Cash Capital, Bonding
<b>Total IT Capital Programs</b>		\$ 1,103,500	\$ 830,000	\$ 700,000	\$ 390,000	\$ 520,000	

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
IT-23-1	Scanning - Electronic Document Management	\$ 110,000	\$ 110,000	\$ 110,000	\$ —	\$ —	Cash Capital, Bonding
<b>Total IT Capital Projects</b>		\$ 110,000	\$ 110,000	\$ 110,000	\$ —	\$ —	

# Town of Lexington, Massachusetts



**Fiscal Year 2023**

**Department of Innovation &  
Technology  
Capital Program Submission**



## Department of Innovation & Technology

### FY2023-27 Capital Program Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
5027	Application Implementation	\$ 158,500	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	Cash Capital, Bonding
5029	Network Core Equipment Replacement	\$ —	\$ 80,000	\$ 190,000	\$ —	\$ 260,000	Cash Capital, Bonding
5030	Municipal Technology Improvement Program	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Cash Capital, Bonding
5031	Network Redundancy & Improvement Plan	\$ 945,000	\$ 450,000	\$ 220,000	\$ 110,000	\$ —	Cash Capital, Bonding, ARPA
5033	Phone Systems & Unified Communications	\$ —	\$ —	\$ 90,000	\$ 80,000	\$ 60,000	Cash Capital, Bonding
<b>Total IT Capital Programs</b>		<b>\$ 1,103,500</b>	<b>\$ 830,000</b>	<b>\$ 700,000</b>	<b>\$ 390,000</b>	<b>\$ 520,000</b>	



# ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Application Implementation

**Date:** 9/10/2021

**Program ID:** 5027 **Department:** Department of Innovation & Technology **Revised:** 9/10/2021

**Submitted by:** Tim Goncalves

**Phone:** 781-698-4620

**Email:** tgoncalves@lexingtonma.gov

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## **Description of Capital Program:**

This capital program is for large application migrations and implementations. The Initial focus of the capital program will be to maximize the value of existing applications through the addition of and adoption of features and modules. In addition to expanding existing applications, some years may include the addition of a new application or migrating an existing system to a new platform. Additional software modules and features will be adopted to provide efficiencies, provide new features to manage staff and provide self-service portals. Some new modules and changes will support paper reduction initiatives. Migration to current software platforms maintains the ability to support the application, provides current features and maintain system security.

New funding requests for FY2023,

- Cemetery Management System (requested Capital-\$55,000, future operating impact-\$12,000 per year): In conjunction with the Department of Public Works, we will acquire a Cemetery Management System. This system will facilitate cemetery operations. This system will integrate three primary functions – administration, operations, and mapping of the cemetery plots in Lexington. The system will incorporate many features including but not limited to: records management, deeds management, plot management, a public portal and verified mapping of the cemeteries. The implementation of the system will incur a one-time setup fee and then includes a yearly operating expense (annual maintenance fee for the use of the system). The Cemetery currently does not have an integrated or complete solution, but rather uses GIS, Access databases, and other assorted resources to manage its operations.
- Scheduling and Time Tracking Software (requested Capital-\$75,000, future operating impact- \$30,000 per year): In conjunction with the Public Safety Departments, we will select, procure and install/configure a solution to meet the needs of the Police Department for scheduling, time tracking and invoicing of detail work and to meet the needs of the Fire Department for scheduling and time tracking. This may be 2 different solutions. The selected solution(s) may also be used for scheduling and time tracking needs of other Departments. This scheduling software will drastically reduce the amount of time spent in scheduling shifts and filling open shifts based on rules specific to each bargaining unit. It will also automate and record notifications and responses from each employee being offered an overtime shift.
- Board of Health Inspections and Permitting Software (requested Capital \$13,500, future operating impact - \$3,850 per year): Supports public health staff to streamline their inspections in the field, and transition from paper to online reports and permits. It is anticipated that the vendor will maintain the software to stay in sync with state regulations. It had been anticipated that the Town would be able to build a Public Health component in ViewPoint Cloud, but that has now been ruled out.

## **Goals of Capital Program:**

Introduce systems and features as needed to support Town Departments or increase the effectiveness of managing Local Government functions, while adopting paperless and efficient technologies.

Migration to current software platforms maintains the ability to support the application and provides current features. Maintaining supported software is essential for security maintenance. New Systems will be introduced as requested and vetted to ensure Town functions and needs are effectively met.

## **Impact if Not Maintained:**

Town services will be impacted.

Significant application upgrades or changes. Software applications will reach EOL (end-of-life) or remain on a version that will become unsupported. Applications that are not maintained on current versions and platforms

become at risk for security, compatibility with other applications and lack of vendor support. Additionally the Town may not be able to adopt new features and capabilities that allow for improved efficiency and/or effectiveness.

New applications are selected to meet a Town need. For these applications, that particular need will not be met and impact will be reflected depending on the identified gap.

**Major Spending over Past 5 Years:**

This program has funded significant work on MUNIS that is nearing completion.

**Work Currently Underway:**

The MUNIS module adoption is partially complete and still underway. Tyler Content Manager (TCM) is underway and being configured for use. Employee Self Service (ESS) has been rolled out and is in the final stages of completion.

FY2019 Capital also funded the Automatic Vehicle Location (AVL) project for Public Works and is in the final stages of completion. FY2020 Capital funded projects not been pursued yet for email re-platforming consultation and cloud platform migration.

The Town website re-platforming (New Town Website) has received many bids and is in the selection process. The Installation of Microsoft Office 2019 is currently underway.

The Assessors Application Upgrade (Vision) has been largely completed with a few tasks remaining (some report customization).

**Planned Spending for Next 5 Years:**

Some larger application migration projects are coming down the line (Possibly FY2024 and FY2025, if ROI is acceptable). Most notably, the re-platforming of our email system (Office 365) and moving MUNIS to SaaS (Software as a Service). It is expected that other applications will require upgrades or migrations that are outside of standard annual upgrades and will be added to this Capital Program in the future.

**Basis for Cost Projections:**

Cost projections are based on quotes when available.

**Stakeholders:**

Town staff and Lexington residents.

**Operating Budget Impact:**

The addition of new software maintenance costs will add to the operating budget in future years in the form of software maintenance annual charges. Some software may require future platform migrations or other operating budget professional services to support the system. Some systems may require training funding for IT staff and/or staff using the system.

The expected operating budget impact of this year's Capital request is expected to be an increase in approximately \$32,000 in the software maintenance object. We do not foresee the need for significant training or professional services and we do not currently have future platform migration cost estimates or predictions.

**Funding Source:** Cash Capital, Bonding

**Prior Authorizations:**



<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2018/16O	\$ 390,000	\$ 249,399	\$ 30,864	\$ 109,737	\$ —
2019/16N	\$ 150,000	\$ —	\$ —	\$ 150,000	\$ —
2020/12L	\$ 325,000	\$ 197,440	\$ 32,011	\$ 95,549	\$ —
<b>Totals</b>	<b>\$ 865,000</b>	<b>\$ 446,839</b>	<b>\$ 62,875</b>	<b>\$ 355,286</b>	<b>\$ —</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Design/Engineer	\$ 143,500	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000
Construction					
Equipment					
Contingency	\$ 15,000				
<b>Totals</b>	<b>\$ 158,500</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Network Core Equipment Replacement

**Date:** 9/10/2021

**Program ID:** 5029 **Department:** Department of Innovation & Technology **Revised:** 9/10/2021

**Submitted by:** Tim Goncalves

**Phone:** 781-698-4620

**Email:** tgoncalves@lexingtonma.gov

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## **Description of Capital Program:**

The general purpose of this multi-year capital funded project is to replace aging equipment or add equipment that functions as the core or head end for the Town network. The head end is made up of many components including, but not limited to, routers, switches, DNS servers, firewalls, access control devices, e-mail spam filters, and web access control devices. The overall purpose of the head end is to provide security and to manage network traffic. This capital covers the cost to replace aged end-of-life (EOL) equipment and to cover the cost of purchasing additional equipment for core security and core needs as new security and needs are defined.

The request for capital funding in FY2023 will be deferred a year due to delays in spending existing project funds and described delays (below) to beginning these existing projects. The existing approved funding is expected to meet current project needs. These prior projects need to be completed before we can continue with additional requests.

## **Goals of Capital Program:**

The Town network core will be able to serve the Town network needs effectively and with the quality of service and security required to deliver Town services.

## **Impact if Not Maintained:**

Without timely replacements and advancements to meet the overall Town needs, the Town network will become vulnerable and unreliable, placing multiple assets at risk.

## **Major Spending over Past 5 Years:**

Past funding has been used to replace the network core switch and to relocate it from the RCN Liberty Mutual Building to the Hadley Public Services Building. Program funding has gone toward the replacement of the Town firewalls and other Town core technologies, such as email filtering and web filtering.

## **Work Currently Underway:**

Capital program funding was obtained to purchase and install replacement core equipment. Work on the replacement core equipment is currently underway and is in the engineering, design and procurement stage. Projects had been delayed due to pending network redesigns and the Town Network Remediation Project that has been in various stages of progress since 2017. The Town Network Remediation Project is in the final stages of completion. This work has delayed progress on this capital spending due to the potential significant impact on the hardware selection. Obtaining equipment and services during the Pandemic has also been a challenge.

## **Planned Spending for Next 5 Years:**

In future years, we will continue to replace core network equipment as it reaches EOL and we will add software, licensing, services and/or equipment to address security and redundancy needs.

## **Basis for Cost Projections:**

Cost projections are based on quotes and estimates of anticipated equipment replacements.

## **Stakeholders:**

Town staff, Lexington residents

## **Operating Budget Impact:**

New software will result in additional software support annual costs and additional hardware may result in annual support costs.

**Funding Source:** Cash Capital, Bonding

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2016/10N	\$ 150,000	\$ 87,610	\$ —	\$ 62,390	\$ —
2018/16P	\$ 350,000	\$ —	\$ —	\$ 350,000	\$ —
2019/16O	\$ 480,000	\$ —	\$ —	\$ 480,000	\$ —
<b>Totals</b>	<b>\$ 980,000</b>	<b>\$ 87,610</b>	<b>\$ —</b>	<b>\$ 892,390</b>	<b>\$ —</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Design/Engineer	\$	15,000	\$ 20,000	\$ —	\$ 50,000
Construction					
Equipment	\$	55,000	\$ 160,000	\$ —	\$ 200,000
Contingency	\$	10,000	\$ 10,000	\$ —	\$ 10,000
Totals	\$ —	\$ 80,000	\$ 190,000	\$ —	\$ 260,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Municipal Technology Improvement Program

**Date:** 9/10/2021

**Program ID:** 5030 **Department:** Department of Innovation & Technology **Revised:** 9/10/2021

**Submitted by:** Tim Goncalves

**Phone:** 781-698-4620

**Email:** tgoncalves@lexingtonma.gov

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## **Description of Capital Program:**

The general purpose of this capital program is for funding major Municipal infrastructure improvements. Servers, SANs/data arrays and other critical Town hardware have been primary areas in need of replacement and improvement. New infrastructure is obtained with a focus to achieve technical consolidation, energy savings, reduction in financial burdens and reduction in staff maintenance time while increasing management efficiencies, increasing reliability and introducing new capabilities. This program is utilized regularly to expand data storage to keep up with the rapidly growing data sets and unstructured files due to e-mail archiving, Laserfiche document scanning, digital services, Town Archives digital archive projects and the rapid growth of GIS data.

Needs in this program are driven by the increased dependency on technical resources for the everyday function of the Town and thereby, requirements to increase our application agility, capacity and availability.

The capital funding in future years is expected to continue to expand to meet data storage capacity and expand backup capacity to match the file storage growth, ensuring compatibility with a focus on cloud based services. In addition to SAN needs, hardware and licensing may be purchased to assist with data transfer to cloud services and Cloud backup and DR needs.

The FY2023 capital request is deferred for another year.

## **Goals of Capital Program:**

This capital will provide the ability to continue to support the Towns application and storage needs. The need for this equipment is driven by the rapidly growing data sets and unstructured files due to e-mail archiving, Laserfiche document scanning, digital services, Town Archives digital archive projects and the rapid growth of GIS data. It is also driven by the increased dependency on technical resources for the everyday function of the Town and whatever the current application focus is.

This capital is to provide the technology, storage and services needed to provide the foundation on which Town services may be delivered and maintained. The improvement in this program are to ensure the Municipal technical infrastructure can efficiently and effectively host and manage the Town applications with the highest possible up-time. Additionally the program is to maintain flexibility in order to respond to the fast paced and changing needs of current Town technologies.

## **Impact if Not Maintained:**

The old equipment will become unstable and unsupported. The Town will run out of file storage space. The Town will not be able to maintain services that are dependent on this technology. Uptime will be diminished. The Town will not be able to respond with agility to new needs.

## **Major Spending over Past 5 Years:**

Since FY2012, we started pursuing technical consolidation and energy savings with the purchase and installation of SAN (storage area network) and blade server technology. We then adopted virtualization technology along with further SAN expansion and redundancy. This facilitated the Town to adopt a more agile and economic approach to server and application maintenance and management. The success of the Town systems has resulted in the growth of data, backup, archiving and further adoption of Town wide applications. The capacity and stability of the systems also assisted the Town in the recovery from the Municipal data-center loss in February 2020. This data center loss

temporarily paused the progress in this program due to the significant infrastructure replacement via insurance funds. The Town is currently wrapping up the loss recovery.

**Work Currently Underway:**

Past funding will be used to replace servers and SANs that are end-of-life (EOL) as originally described and requested. The data center loss recovery process was significantly longer than expected due to Pandemic related technology and services delays. The existing funding was therefore not spent until the recovery was complete, due to the potential impact on the details of the hardware selection. The data center loss recovery is expected to be substantially complete before Jan. of 2022. It currently appears that this previously requested storage replacement and expansion will still be required as originally requested.

At this time, the department will proceed with the replacement of the old (EOL) equipment to match the new data center equipment and the new department DR strategies.

**Planned Spending for Next 5 Years:**

Future year funding will be to continue to expand the SAN capacity by adding expansion arrays to existing SANs and expanding Backup capacity to match the file storage growth. It will also include replacement of major infrastructure as it ages out. It is expected that new technology will be defined and infrastructure needs will be addressed in this program.

**Basis for Cost Projections:**

Vendor quotes

**Stakeholders:** Town staff, Lexington residents

**Operating Budget Impact:**

The hardware replacement is a move to control operating expenses while technology services and needs grow exponentially and the cost to support older equipment rapidly rises. Efforts will be made to centralize administration and potentially consolidate resources as we are able.

Operating budget impact may be an additional hardware or software maintenance cost, however a replacement item is expected to have a similar support cost to the item being replaced.

**Funding Source:** Cash Capital, Bonding

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2015/11O	\$ 140,000	\$ 136,148	\$ —	\$ —	\$ 3,852
2017/12S	\$ 100,000	\$ —	\$ —	\$ 100,000	\$ —
2018/16N	\$ 200,000	\$ —	\$ —	\$ 200,000	\$ —
2019/16M	\$ 150,000	\$ —	\$ —	\$ 150,000	\$ —
2020/12K	\$ 100,000	\$ —	\$ —	\$ 100,000	\$ —
<b>Totals</b>	<b>\$ 690,000</b>	<b>\$ 136,148</b>	<b>\$ —</b>	<b>\$ 550,000</b>	<b>\$ 3,852</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
Construction					
Equipment	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
Contingency	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Totals	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



## ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Network Redundancy & Improvement Plan

**Date:** 9/10/2021

**Program ID:** 5031 **Department:** Department of Innovation & Technology **Revised:** 9/10/2021

**Submitted by:** Tim Goncalves

**Phone:** 781-698-4620

**Email:** tgoncalves@lexingtonma.gov

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### **Description of Capital Program:**

The purpose of this program is to both improve the resiliency of the Townwide fiber network and to provide better networked services. Also included in this capital program is the enhancement of communications within Municipal buildings through the installation of wireless access to our wide area and local area networks or WiFi. This may include the installation of distributed antenna systems (DAS) to improve cellular based communications and data needs.

The Town, as is the case with most public and private organizations, relies on its computer networks to support operations, compile and maintain critical data and communicate. This functionality is critical to the efficient and effective delivery of all municipal services. The wide area and local area computer networks that are the conduit for the movement of voice and data are subject to downtime due to events that are beyond our control. Consequently, it is important to develop redundant pathways to ensure that critical communications are not vulnerable. Such pathways would include new fiber runs and/or wireless links between municipal and school buildings.

Today, the Town achieves its network connectivity using RCN provided fiber. This fiber network is currently at no cost to the Town and is installed as a hub and spoke topology to approximately 31 Town locations. The Municipal and School IT Departments share a single common network core (head end). The connectivity of each Town location is currently achieved over two strands of single-mode dark fiber (to most locations), converging at the town head end. Approximately 95% of the fiber network is aerial (on poles) within the RCN residential fiber bundles. There is no network redundancy in the existing design.

The FY2023 Capital request will fund the first phase of installation for the Town Network Infrastructure Redundancy Project. This fiber network installation aspect of the program will be constructed as a multiphase/multi-year project that will be pursued per a combination of prioritized sites and cost-efficient phasing. This first phase establishes the core loop infrastructure to a new Municipal Area Network (MAN).

The complete fiber construction portion of the Town Network Infrastructure Redundancy Project is anticipated to cost approximately \$1,500,000 and will be accomplished over approximately 3 years. In addition to the physical fiber construction of this new network, the Town switches will require some professional services for reprogramming and testing and will require small equipment to connect to the new network (network transceivers).

The first year (FY2023) will be phase one and cost \$800,000 for fiber infrastructure construction. This first phase will construct the multiloop core infrastructure and will provide redundant connections to top tier critical buildings. During this first phase of the project \$70,000 is budgeted for Town network small equipment and Town network programming. This is for network transceivers to connect the new fiber network to Town equipment.

The second year of the fiber construction (FY2024), includes both phase 2 and phase 3 of the project and will cost approximately \$300,000 to construct the fiber connections to tier 2 and tier 3 sites. This will be accomplished by adding branches or extensions to the core loops of the new fiber network. During phase 2 and 3 a total of \$75,000 is budgeted for small equipment and Town network programming.

The third year of the fiber construction (FY2025), or phase 4, will cost approximately \$200,000 to finish the construction to any remaining sites that need to be connected to the new redundant MAN. This is currently a placeholder amount.

The Program will support the installation of a Town-owned and maintained fiber network with wireless point to point links, as appropriate. This new network will be a separate and redundant network to the RCN fiber network. Additionally, this new network will have the capability to function independently as the only network for the Town, should RCN not be an option in the future.

Outside, grant-based funding will also be sought to supplement this funding request for the fiber construction.

Additional point-to-point wireless connections may be added to phase 2 and 3 construction and are not currently in the described budget. These are most likely to be added at phase 3.

FY2025 and FY2026 requested funding is a placeholder dollar figure.

### **Goals of Capital Program:**

There has been a growing need for mobility and for access to Town assets while mobile. The driver behind the mobility aspect of this program was to improve efficiency and to support mobile/in-field work forces. Our goal is to fully provide the resources needed to perform job requirements, whether the staff member is in the office or not. Additionally the data entry and access is to be performed in real time, with the elimination of paper.

The Town has experienced a number of outages over the years that are attributable to damaged Town RCN fiber and the vulnerability of that fiber. The Town intends to protect communication (both data and voice) between sites that are assessed as critical to the daily function and safety of the Town. Best efforts will be to utilize existing underground infrastructure. Public safety equipment is now dependent on the Town MAN (municipal area network) as its equipment has been and is continuing to be upgraded to IP or network based. This will be achieved via construction of an independent and redundant network. Our goal is to achieve redundancy and vendor independent capability.

### **Impact if Not Maintained:**

The Town will continue to use paper processes in the field and not have live access to information.

The Town will experience network outages which impact data and application access in addition to voice and radio communications. Public Safety communication will remain at risk and may be interrupted.

### **Major Spending over Past 5 Years:**

Funding from past program years have contributed toward the installation of WiFi in some Municipal buildings. The WiFi installs throughout Town have created significant improvements and efficiencies in general Town business functions and has allowed for the installs of new technologies, such as mobile point of sale systems. The Municipal unified WiFi systems also allows for seamless, secure staff mobility within Municipal buildings.

### **Work Currently Underway:**

Pending work is dependent upon the completion of the Town network remediation project which is very close to completion. The redundant paths will not work without this reprogramming. This has been a long, complex project in conjunction with the School IT Department.

Throughout the past year we have worked with an outside consult who has designed a draft plan for the redundant paths.

The next phase will be to refine some requirements and to develop the details of the multi department construction project. We will be writing the RFP as soon as final details are approved.

Prior approved funding is still to be used as originally requested. The previous program funding for the design and some fiber installation (2014) will fund the engineering design phase of the RFP and contribute toward a small part of the complete redundant network design. This portion of the funds has been on hold, pending the Network Remediation Project completion.

The 2017 program funds will be used to install a wireless link to create a critical redundant path. This portion of the funds has been on hold, pending the Network Remediation Project completion and the AT&T/Public Safety Tower construction. The Public Safety/AT&T communications tower has progressed and is a joint project with Facilities, IT and Public Safety. It is currently in the design stages. The IT Department will install a point-to-point wireless dish on the tower for added redundancy when needed.

The rest of the construction funds for this construction of the Town Redundant Network are the focus of this capital request and are not yet awarded.



**Planned Spending for Next 5 Years:**

Funded capital will be utilized to develop the fully engineered network design, key redundant paths and to install the first point-to-point wireless connection. As soon as the infrastructure and logical capability exists on the Town network, we will proceed with the project.

We will request funding, via this capital and other funding sources, to continue the build out of the redundant paths.

**Basis for Cost Projections:**

Vendor quotes were obtained. Future projections are currently placeholder dollar amounts until the technology and plan is fully developed.

**Stakeholders:**

IT, Public Safety services (Police and Fire), Town staff, Lexington residents

**Operating Budget Impact:**

Additional maintenance contracts would increase the operating budget.

A service contract will be added to the IT operating budget to support fiber network maintenance and emergency repair response. We are currently obtaining quotes, however estimates are \$25,000 annually.

**Funding Source:** Cash Capital, Bonding, ARPA

**Prior Authorizations:**

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2014/10P	\$ 140,000	\$ 712	\$ —	\$ 139,288	\$ —
2017/12T	\$ 130,000	\$ —	\$ —	\$ 130,000	\$ —
<b>Totals</b>	<b>\$ 270,000</b>	<b>\$ 712</b>	<b>\$ —</b>	<b>\$ 269,288</b>	<b>\$ —</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ —	\$ —	\$ —	\$ —	\$ —
Construction	\$ —	\$ —	\$ —	\$ —	\$ —
Equipment	\$ 870,000	\$ 400,000	\$ 200,000	\$ 100,000	\$ —
Contingency	\$ 75,000	\$ 50,000	\$ 20,000	\$ 10,000	\$ —
<b>Totals</b>	<b>\$ 945,000</b>	<b>\$ 450,000</b>	<b>\$ 220,000</b>	<b>\$ 110,000</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



## ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Phone Systems & Unified Communications

**Date:** 9/10/2021

**Program ID:** 5033    **Department:** Department of Innovation & Technology    **Revised:** 9/10/2021

**Submitted by:** Tim Goncalves

**Phone:** 781-698-4620

**Email:** tgoncalves@lexingtonma.gov

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### **Description of Capital Program:**

This capital program is to address Townwide 'telephone' needs. Pursuant to the consultant's study, a phased-in plan was developed for the installation of VoIP (Voice over Internet Protocol) systems based on the age and condition of the existing systems and their estimated end-of-life or end-of-service (EOL, EOS).

In recent years of this capital request, we requested funding for the replacement of some EOL core VoIP equipment that was installed at the beginning of the VoIP project and funding to migrate licensing and systems to current license structure and current software licensing. Other funding that will be requested in the future years is for the replacement of additional EOL equipment and the purchase and installation of Unified Communication (UC) services and systems. We are currently engaged with a consultant to assess our current state and to help develop the strategic plan to migrate to unified communications. This will help to define the future EOL replacement schedule and future equipment needs.

Unified Communication may include, but is not limited to, Townwide:

- Shared Calendar
- Messaging
- Scheduling
- Webinar/meeting software

The FY2023 capital request is deferred for another year in order to complete past funding projects and to complete the Phone/UC study.

### **Goals of Capital Program:**

Maintain stability of Town communications systems and to ensure uptime and availability. Current phone technology, specifically VoIP, is expected to provide cost savings with regard to phone line costs, maintenance and service issues. The primary impetus for this program, however, was to replace failing systems. The newer VoIP technology offers benefits such as caller ID, system redundancy, paperless faxing, simplified personnel moves and call transfers between buildings, features that are currently not available with the older PBX systems. Additionally, the unified system centralizes administration, provides better call quality and delivers better customer service.

Unified Communications (UC) not only augments the capabilities of telephony, but standardizes and builds upon its capability, when done right. UC has become more critical for the Town as recent events have fragmented work communications. UC is expected to assist with a more seamless and connected remote and hybrid work force.

### **Impact if Not Maintained:**

Unreliable services and communication systems failures.

### **Major Spending over Past 5 Years:**

Over the course of this program, the Town has replaced all School telephone systems and nearly all Municipal telephone systems. The management of these systems are centralized and managed by the Town department of Innovation & Technology. The annual phone line costs are half the cost of the prior systems. Additional savings are expected upon completion of the system installs and upon the installation of network redundancy.

### **Work Currently Underway:**

Current remaining, funded work includes phone system replacement with VoIP systems. Remaining building installs include, the Public Services Building, the Police Station, East Lexington Fire Station. Also as a part of this

project are a fax server and conference call system installs. The program is currently on budget and it is expected that most, if not all, contingency funding toward this project will be returned.

The East Lexington Fire Station installs are just about to begin with the electrical work that was just recently completed. The Police Station is scheduled next and then the Public Services Building following that. The existing funding is expected to be sufficient to complete the originally scheduled installations. The consultant study was delayed (due to the Pandemic), however the study is expected to be complete by Jan 2022. We will therefore not be requesting funding for FY2023.

Please note that the Town network remediation project temporarily delayed continued adoption of the VoIP system due to the significant disruption the reprogramming of the network was causing. The Town network remediation project is anticipated to be complete by Jan 2022.

#### **Planned Spending for Next 5 Years:**

In FY2021 we requested funding for the replacement of some EOL core equipment installed at the beginning of the VoIP project. Additional hardware will require replacement over the next 5 plus years as the unit reach EOL or EOS. The hardware purchased at the beginning of the project have a longer then anticipated EOL/EOS, so replacement schedules have been extended. Additionally, some hardware has been replaced with virtual systems, significantly reducing replacement cost. The FY2021 funding will also be used to migrate licensing and systems to current license structure and current software licensing. Other funding that will be requested in future years is for the purchase and installation of Unified Communication services and systems. This is likely to include more mobile workforce capability (e.g. softphones).

#### **Basis for Cost Projections:**

Vendor quotes are obtained.

#### **Stakeholders:**

Town staff, Lexington residents

#### **Operating Budget Impact:**

Telephone utilities costs are reduced, maintenance costs of the systems are centralized and consolidated for annual support savings. The cost for the new VoIP systems and utilities are captured in the Innovation & Technology operating budget. The cost to support selected UC solutions will increase the IT operating budget.

**Funding Source:** Cash Capital, Bonding

#### **Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2012/12P	\$ 591,000	\$ 561,562	\$ 6,150	\$ 23,288	\$ —
2014/10O	\$ 260,000	\$ 119,905	\$ —	\$ 140,095	\$ —
2015/11N	\$ 52,000	\$ —	\$ —	\$ 52,000	\$ —
2017/12R	\$ 120,000	\$ —	\$ —	\$ 120,000	\$ —
2020/12M	\$ 150,000	\$ —	\$ —	\$ 150,000	\$ —
<b>Totals</b>	<b>\$ 1,173,000</b>	<b>\$ 681,467</b>	<b>\$ 6,150</b>	<b>\$ 485,383</b>	<b>\$ —</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Design/Engineer			\$ 20,000	\$ 20,000	\$ 10,000
Construction			\$ —	\$ —	\$ —
Equipment			\$ 70,000	\$ 60,000	\$ 50,000
Contingency					
Totals	\$ —	\$ —	\$ 90,000	\$ 80,000	\$ 60,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —

# Town of Lexington, Massachusetts



**Fiscal Year 2023**

**Department of Innovation &  
Technology  
Capital Project Submission**



## Department of Innovation & Technology

### FY2023-27 Capital Program Summary

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
IT-23-1	Scanning - Electronic Document Management	\$ 110,000	\$ 110,000	\$ 110,000	\$ —	\$ —	Cash Capital, Bonding
Total IT Capital Projects		\$ 110,000	\$ 110,000	\$ 110,000	\$ —	\$ —	



# ***Town of Lexington - FY2023-27 Capital Improvement Project***

**Project Name:** Scanning - Electronic Document Management

**Date:** 9/10/2021

**Project ID:** IT-23-1      **Department:** Department of Innovation & Technology      **Revised:** 9/10/2021

**Submitted by:** Tim Goncalves

**Phone:** 781-698-4620

**Email:** tgoncalves@lexingtonma.gov

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## **Description of Project:**

The purpose of this program is to scan and import existing physical documentation into Town document management systems. This program is a continuation of an old capital (693) through which the Town acquired and began to populate the document management system. Laserfiche and Tyler Content Manager (TCM) are the current two document management systems the Town uses. To continue to support a move toward paperless workflow and management there are still a number of Departments that have paperwork that needs to be scanned and imported into their respective systems.

Scanning and import of documentation into Laserfiche has been slowly progressing but unable to continue significantly without designated funding. Significant work has been done in Laserfiche configuration and workflow.

As a part of this initiative, the continued creation and receipt of physical documentation will be stopped as we are able to convert to a completely paperless process.

## **Justification/Benefit:**

Ease of use with file management tools and electronic workflows. Free up on-site physical space. Archives are backed up and available online to both employees (on-site or work-from-home) and the public, as appropriate.

## **Impact if Not Completed:**

The Town will continue to use paper and experience paper storage issues. The paper record will continue to be at risk of loss. Inefficient methods of physical document searching will continue.

## **Timeframe:**

This capital program request is for funding for the scanning and import of the physical documentation in a phased approach. We expect the program will run for approximately 3 years. Each year, departments workflows and processes will be reassessed in order to develop the scanning plan for the next year. Scanning projects will be scheduled once electronic workflows are in place.

**Replacement Frequency:** N/A

## **Basis for Cost Projections:**

Vendor quotes were obtained. Future projections are currently placeholder dollar amounts.

## **Stakeholders:**

Town staff, Lexington residents

## **Operating Budget Impact:**

There is no distinguishable increase in Operating Budget. The impact of the growth in storage will increase some on-site maintenance and storage systems costs and will also increase our off-site storage costs proportionate to the increase in data we are retaining. However we do not have enough metrics to speak to the precise increase of this volume of data on our new storage systems.

**Funding Source:** Cash Capital, Bonding

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Description</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2011/10G	Document Management System	\$ 410,000	\$ 398,514	\$ —	\$ 11,486	\$ —
2012/12Q	Document Management System	\$ 145,000	\$ 85,248	\$ 9,313	\$ 50,440	\$ —
2013/10G	Document Management System	\$ 60,000	\$ —	\$ —	\$ 60,000	\$ —
<b>Totals</b>		<b>\$ 615,000</b>	<b>\$ 483,762</b>	<b>\$ 9,313</b>	<b>\$ 121,926</b>	<b>\$ —</b>

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition	\$ —	\$ —	\$ —	\$ —	\$ —
Design/Engineer	\$ 100,000	\$ 100,000	\$ 100,000	\$ —	\$ —
Project Management	\$ —	\$ —	\$ —	\$ —	\$ —
Construction	\$ —	\$ —	\$ —	\$ —	\$ —
Equipment	\$ —	\$ —	\$ —	\$ —	\$ —
Contingency	\$ 10,000	\$ 10,000	\$ 10,000	\$ —	\$ —
<b>Totals</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# AGENDA ITEM SUMMARY

## LEXINGTON SELECT BOARD MEETING

### **AGENDA ITEM TITLE:**

FY2023 Proposed Budget - Department of Public Facilities Presentation

### **PRESENTER:**

Mike Cronin, Director of Public  
Facilities

### **ITEM NUMBER:**

I.3

### **SUMMARY:**

*No vote is requested for this agenda item.*

Review preliminary FY2023 budget for the Department of Public Facilities.

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

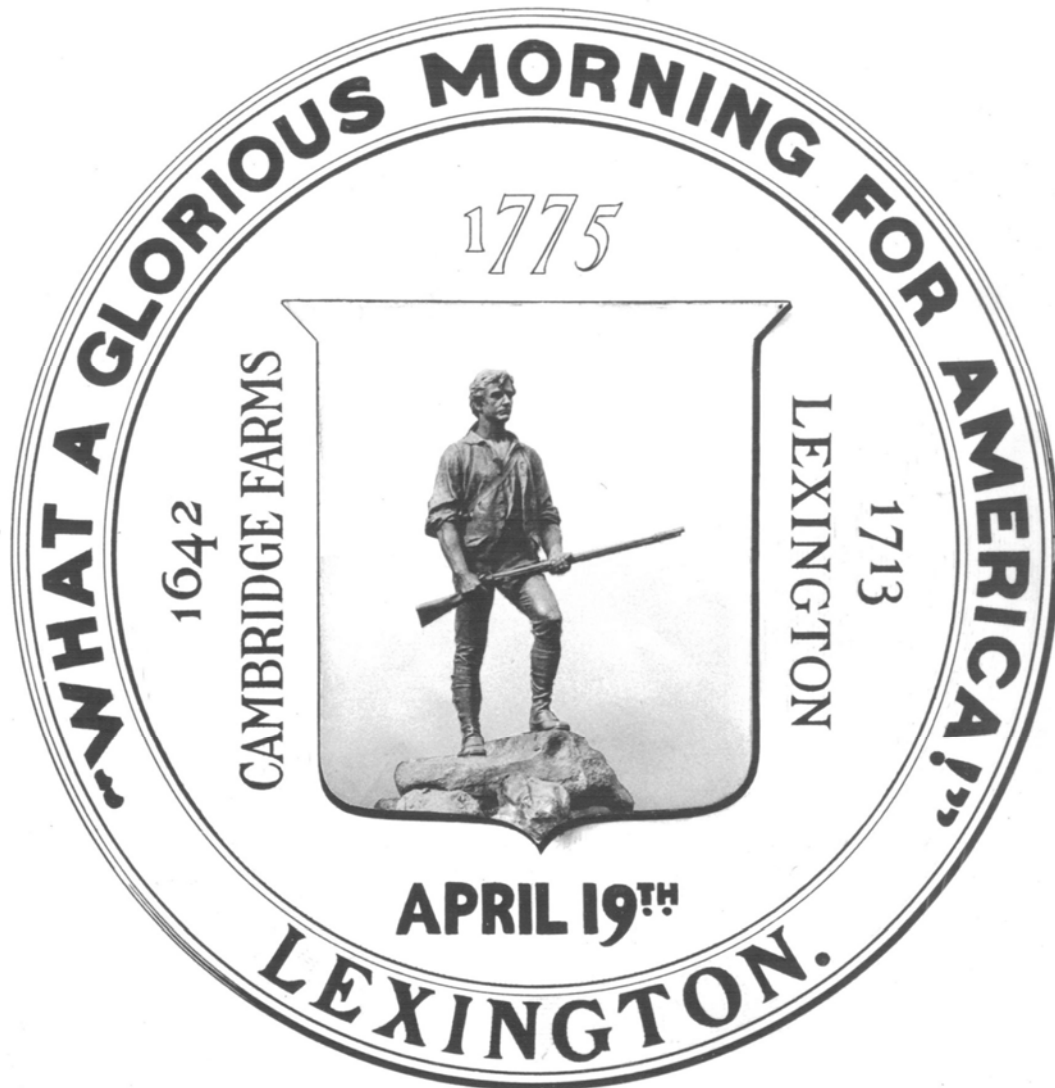
### **DATE AND APPROXIMATE TIME ON AGENDA:**

12/7/2021

6:00pm

### **ATTACHMENTS:**

Description	Type
 Presentation - Facilities FY2023 Proposed Budget	Presentation



Department of Public Facilities  
Requested Budget  
Fiscal Year 2023

Submitted by:  
Michael Cronin, Director of Public Facilities

Select Board Presentation  
December 7, 2021



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 2000 Shared Services

**Subprogram:** 2600 Public Facilities

**Mission:** The mission of the Department of Public Facilities is to manage the efficient operation and daily maintenance of Town Buildings, preserve the facility and equipment assets of the Town, and plan and implement Capital improvements. This mission will be accomplished through establishing appropriate services in support of building users, fostering continuous improvement in delivery of services, and by establishing a 5-year Facility Capital plan through collaboration with the Permanent Building Committee and other Town committees.

**Budget Overview:** The Department of Public Facilities (DPF) FY2023 budget consists of three divisions: Educational Facilities, Municipal Facilities and Shared Facilities.

The DPF FY2023 level-service All Funds budget is increasing by \$320,683 or 2.52%. The General Fund budget is increasing by \$311,178 or 2.56%. The primary driver of this increase is from Compensation, which is increasing by \$77,778 or 1.26% due to contractually obligated step increases.

Overall Utility costs are currently level-funded. Staff are working to refine projections further, and anticipate a small decrease due to savings from adding solar panels to seven schools which are expected to go online in Spring 2022. Those projections have been delayed by efforts to address ventilation issues for the pandemic response.

Utility Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Change	%
Electricity	\$ 2,172,456	\$ 2,146,000	\$ 2,540,901	\$ 2,540,901	\$ —	—%
Natural Gas	\$ 756,663	\$ 842,268	\$ 798,500	\$ 798,500	\$ —	—%
Water/Sewer	\$ 72,676	\$ 40,980	\$ 99,500	\$ 99,500	\$ —	—%
<b>Total</b>	<b>\$ 3,001,795</b>	<b>\$ 3,029,248</b>	<b>\$ 3,438,901</b>	<b>\$ 3,438,901</b>	<b>\$ —</b>	<b>—%</b>

Revenues from building rentals have slowed dramatically during the response to the pandemic, but a balance remains available to fund ongoing staffing costs; overtime coverage for events are minimal because of the light schedule for events.

**Department Goals:** DPF Goals for FY2023 include: Support the day to day operations of all town buildings, support the School Master Plan, review and refine the 20-year capital plan information and incorporate into viable capital plan, and implement other capital and priority projects.

Program Improvement Requests	Division	Comp.	Expenses	Benefits	Total
Update Admin Role and Make Full-time	Shared Facilities	\$ 27,000	\$ —	\$ 16,783	\$ 43,783
Additional Maintenance Responsibilities	Municipal Facilities	\$ —	\$ 30,700	\$ —	\$ 30,700
Maintenance of Empty Facilities		\$ —	\$ 25,000	\$ —	\$ 25,000
<b>Total 2600 by Request</b>		<b>\$ 27,000</b>	<b>\$ 55,700</b>	<b>\$ 16,783</b>	<b>\$ 99,483</b>

## Budget Summary - General Fund

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$11,075,948	\$11,120,623	\$12,132,153	\$12,442,258	\$310,105	2.56%
PEG Special Revenue Fund	\$19,466	\$20,310	\$21,212	\$22,285	\$1,073	5.06%
<b>Total 2600 (General Fund)</b>	<b>\$11,095,414</b>	<b>\$11,140,933</b>	<b>\$12,153,365</b>	<b>\$12,464,543</b>	<b>\$311,178</b>	<b>2.56%</b>

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$5,672,548	\$5,588,376	\$6,178,714	\$6,256,492	\$77,778	1.26%
Expenses	\$5,422,866	\$5,552,557	\$5,974,651	\$6,208,051	\$233,400	3.91%
<b>Total 2600 (General Fund)</b>	<b>\$11,095,414</b>	<b>\$11,140,933</b>	<b>\$12,153,365</b>	<b>\$12,464,543</b>	<b>\$311,178</b>	<b>2.56%</b>

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
2610 - Education Facilities	\$7,938,774	\$7,904,917	\$8,534,697	\$8,657,461	\$122,764	1.44%
2620 - Municipal Facilities	\$1,987,953	\$2,024,527	\$2,388,449	\$2,442,061	\$53,612	2.24%
2630 - Shared Facilities	\$1,168,687	\$1,211,489	\$1,230,219	\$1,365,021	\$134,802	10.96%
<b>Total 2600 (General Fund)</b>	<b>\$11,095,414</b>	<b>\$11,140,933</b>	<b>\$12,153,365</b>	<b>\$12,464,543</b>	<b>\$311,178</b>	<b>2.56%</b>

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$5,378,169	\$5,372,219	\$5,845,430	\$5,918,876	\$73,446	1.26%
Overtime	\$294,379	\$216,157	\$333,284	\$337,616	\$4,332	1.30%
<i>Personal Services</i>	<i>\$5,672,548</i>	<i>\$5,588,376</i>	<i>\$6,178,714</i>	<i>\$6,256,492</i>	<i>\$77,778</i>	<i>1.26%</i>
Contractual Services	\$1,509,275	\$1,501,518	\$1,527,440	\$1,568,250	\$40,810	2.67%
Utilities	\$3,122,259	\$3,115,925	\$3,503,751	\$3,520,601	\$16,850	0.48%
Supplies	\$654,429	\$809,520	\$800,860	\$868,700	\$67,840	8.47%
Small Capital	\$136,904	\$125,594	\$142,600	\$250,500	\$107,900	75.67%
<i>Expenses</i>	<i>\$5,422,867</i>	<i>\$5,552,557</i>	<i>\$5,974,651</i>	<i>\$6,208,051</i>	<i>\$233,400</i>	<i>3.91%</i>
<b>Total 2600 (General Fund)</b>	<b>\$11,095,415</b>	<b>\$11,140,933</b>	<b>\$12,153,365</b>	<b>\$12,464,543</b>	<b>\$311,178</b>	<b>2.56%</b>

## Budget Summary - Revolving Funds\* and Grants

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Building Rental Revolving Fund	\$484,523	\$32,591	\$570,000	\$579,000	\$9,000	1.58%
<b>Total 2600 (Non-General Funds)</b>	<b>\$484,523</b>	<b>\$32,591</b>	<b>\$570,000</b>	<b>\$579,000</b>	<b>\$9,000</b>	<b>1.58%</b>

*\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.*

Appropriations Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
<b>Building Rental Revolving Fund</b>	<b>\$445,126</b>	<b>\$8,458</b>	<b>\$569,394</b>	<b>\$578,899</b>	<b>\$9,505</b>	<b>1.67%</b>
Personal Services	\$225,049	\$2,333	\$353,294	\$361,727	\$8,433	2.39%
Expenses	\$205,350	\$6,125	\$198,000	\$198,000	\$0	—%
Benefits	\$14,728	\$0	\$18,100	\$19,172	\$1,072	5.92%
<b>Total 2600 (Non-General Funds)</b>	<b>\$445,126</b>	<b>\$8,458</b>	<b>\$569,394</b>	<b>\$578,899</b>	<b>\$9,505</b>	<b>1.67%</b>

Appropriations Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$5,897,596	\$5,590,709	\$6,532,008	\$6,618,219	\$86,211	1.32%
Expenses	\$5,628,216	\$5,558,682	\$6,172,651	\$6,406,051	\$233,400	3.78%
Benefits	\$14,728	\$0	\$18,100	\$19,172	\$1,072	5.92%
<b>Total 2600 (All Funds)</b>	<b>\$11,540,540</b>	<b>\$11,149,391</b>	<b>\$12,722,759</b>	<b>\$13,043,442</b>	<b>\$320,683</b>	<b>2.52%</b>



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 2000 Shared Services

**Subprogram:** 2600 Public Facilities

<u>School Facilities 2610</u>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Maintenance Staff*	11	12	12	12
Custodian	54	54	54	54
Subtotal FTE	65	66	66	66

<u>Municipal Facilities 2620</u>				
Custodian**	10	12	12	12
Subtotal FTE	10	12	12	12

<u>Shared Facilities 2630</u>				
Director of Public Facilities	1	1	1	1
Assistant Director of Public Facilities	1	1	1	1
Superintendent of Custodial Services	1	1	1	1
Project Manager	1	1	1	1
Facility Superintendent	1	1	1	1
Facility Engineer	1	1	1	1
Event Manager	1	1	1	1
LHS Facility Manager	1	1	1	1
Office Manager	1	1	1	1
Admin. Asst. - Facility Coordinator	1	1	1	1
Administrator	1	1	1	1
Municipal Assistant - Part time	0.5	0.5	0.5	0.5
Subtotal FTE	11.5	11.5	11.5	11.5

<b>Total FTE</b>	<b>86.5</b>	<b>89.5</b>	<b>89.5</b>	<b>89.5</b>
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Notes:

\* FY2021 includes 1.0 additional maintenance staff person to address an increasing work load due to expanding the town's building footprint over the past decade.

\*\* FY2021 includes 2.0 additional staff for municipal custodians to absorb the contracted custodial expenses for the Town Office Building, Public Services Building, Cary Memorial Library and original Visitors Center with in-house staff, and expand coverage to include the Town Pool, Center Playground bathrooms and the new Visitors Center.



# Town of Lexington

## *FY2023 Budget Development*

### Departmental Budget Requests

**Program:** 2000 Shared Services

**Subprogram:** 2600 Public Facilities

**Element:** 2610 Education Facilities

**Budget Description:** The Education Facilities division provides maintenance and custodial care, contracted services, landscaping and utilities for school facilities. The budget includes 54 school custodians and 12 maintenance employees that serve both town and school buildings. The All Funds FY2023 budget request reflects an increase of \$124,804 or 1.41% from FY2022.

This level-service budget reflects an increase in Compensation of \$34,644 or 1.14% from FY2022, which reflects contractual obligations for step increases.

Expenses are projected to increase by \$88,120 or 2.08% from FY2022, which reflects increasing costs overall, but especially in cleaning and maintenance supplies.

The Rental Revolving Fund will increase spending by \$2,040 or 0.61% for FY2023, which is driven by a projected increase in overtime costs.

**Division Goals:** Continue to develop capabilities of Townwide maintenance staff with lower costs and improved service. Support students and staff with excellent service to provide for optimal learning environments.

## Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511300	Regular Wages	\$3,122,892	\$2,961,752	\$3,201,814	\$3,238,265	\$36,451	1.14%
513000	Overtime	\$170,922	\$139,812	\$181,346	\$183,703	\$2,357	1.30%
514100	Stipends	\$15,660	\$16,400	\$18,650	\$18,650	\$0	—%
<i>Custodial Compensation</i>		\$3,309,474	\$3,117,964	\$3,401,810	\$3,440,618	\$38,808	1.14%
511300	Regular Wages	\$696,442	\$684,039	\$837,304	\$832,400	\$(4,904)	(0.59)%
513000	Overtime	\$55,624	\$28,990	\$56,941	\$57,681	\$740	1.30%
514100	Stipends	\$2,700	\$2,400	\$4,350	\$4,350	\$0	—%
<i>Maintenance Compensation</i>		\$754,766	\$715,429	\$898,595	\$894,431	\$(4,164)	(0.46)%
<b>Subtotal Compensation</b>		<b>\$4,064,240</b>	<b>\$3,833,393</b>	<b>\$4,300,405</b>	<b>\$4,335,049</b>	<b>\$34,644</b>	<b>0.81%</b>
530000	Professional Services	\$12,524	\$18,271	\$17,200	\$17,550	\$350	2.03%
524030	Equip. Service & Repair	\$26,520	\$31,000	\$31,000	\$31,500	\$500	1.61%
545000	Supplies & Materials	\$191,266	\$214,000	\$214,000	\$235,000	\$21,000	9.81%
571000	Travel	\$1,460	\$3,372	\$4,000	\$4,000	\$0	—%
585000	Equipment	\$30,648	\$33,000	\$33,000	\$33,660	\$660	2.00%
<i>Custodial Expenses</i>		\$262,418	\$299,643	\$299,200	\$321,710	\$22,510	7.52%
520000	Contract Services	\$313,206	\$189,503	\$192,245	\$196,000	\$3,755	1.95%
529000	Security Infrastructure Maint.	\$52,769	\$67,619	\$87,500	\$90,000	\$2,500	2.86%
524070	Painting	\$98,749	\$83,839	\$105,000	\$105,000	\$0	—%
524020	Facility Service & Repair	\$114,240	\$156,520	\$155,220	\$157,000	\$1,780	1.15%
524030	Equip. Service & Repair	\$91,309	\$248,632	\$199,275	\$202,000	\$2,725	1.37%
530060	Prof Dev & Training	\$4,930	\$5,680	\$9,000	\$9,000	\$0	—%
558000	Supplies	\$34,939	\$26,970	\$35,000	\$35,000	\$0	—%
545000	Supplies & Materials	\$246,041	\$290,441	\$265,000	\$290,000	\$25,000	9.43%
582040	Roof Repairs	\$28,336	\$37,000	\$37,000	\$38,000	\$1,000	2.70%
<i>Maintenance Expenses</i>		\$984,519	\$1,106,204	\$1,085,240	\$1,122,000	\$36,760	3.39%
520000	Contract Services	\$122,500	\$128,656	\$108,000	\$110,000	\$2,000	1.85%
524010	Landscaping Maintenance	\$118,067	\$88,506	\$115,500	\$118,000	\$2,500	2.16%
524030	Equip. Service & Repair	\$48,344	\$57,376	\$47,000	\$50,000	\$3,000	6.38%
531030	Gasoline/Diesel	\$19,746	\$23,701	\$26,000	\$41,500	\$15,500	59.62%
545000	Supplies & Materials	\$8,684	\$12,511	\$7,000	\$10,000	\$3,000	42.86%
558010	Clothing & Safety Equipment	\$19,237	\$16,424	\$27,200	\$27,200	\$0	—%
585000	Equipment	\$35,000	\$37,078	\$35,000	\$37,000	\$2,000	5.71%
<i>Landscaping Expenses</i>		\$371,578	\$364,252	\$365,700	\$393,700	\$28,000	7.66%
521010	Electricity	\$1,600,864	\$1,567,563	\$1,755,861	\$1,755,861	\$0	—%
521030	Natural Gas	\$559,431	\$680,507	\$590,241	\$590,241	\$0	—%
531000	Water/Sewer	\$54,166	\$16,770	\$75,000	\$75,000	\$0	—%
534010	Network & Communications	\$17,026	\$13,446	\$16,800	\$16,800	\$0	—%
534020	Telephone	\$24,532	\$21,920	\$45,000	\$45,000	\$0	—%
531030	Gasoline/Diesel	\$0	\$1,220	\$1,250	\$2,100	\$850	68.00%
<i>Utility Expenses</i>		\$2,256,019	\$2,301,426	\$2,484,152	\$2,485,002	\$850	0.03%
<b>Subtotal Expenses</b>		<b>\$3,874,534</b>	<b>\$4,071,525</b>	<b>\$4,234,292</b>	<b>\$4,322,412</b>	<b>\$88,120</b>	<b>2.08%</b>
<b>Total General Fund- Education Facilities</b>		<b>\$7,938,774</b>	<b>\$7,904,918</b>	<b>\$8,534,697</b>	<b>\$8,657,461</b>	<b>\$122,764</b>	<b>1.44%</b>



*Public Facilities Building Rental Revolving Fund*

<b>Object</b>	<b>Description</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Appropriation</b>	<b>FY2023 Request</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
511000	Regular Wages	\$0	\$0	\$0	\$0	\$0	—%
513000	Overtime	\$95,788	\$0	\$156,916	\$158,956	\$2,040	1.30%
511010	Part-Time Wages	\$0	\$0	\$0	\$0	\$0	—%
<i>Personal Services</i>		<i>\$95,788</i>	<i>\$0</i>	<i>\$156,916</i>	<i>\$158,956</i>	<i>\$2,040</i>	<i>1.30%</i>
524020	Facility Service & Repair	\$86,350	\$6,125	\$79,000	\$79,000	\$0	—%
521010	Electricity	\$36,000	\$0	\$36,000	\$36,000	\$0	—%
521030	Natural Gas	\$18,000	\$0	\$18,000	\$18,000	\$0	—%
542000	Office Supplies	\$45,000	\$0	\$45,000	\$45,000	\$0	—%
<i>Expenses</i>		<i>\$185,350</i>	<i>\$6,125</i>	<i>\$178,000</i>	<i>\$178,000</i>	<i>\$0</i>	<i>—%</i>
<b>Total Revolving Fund-Education Facilities</b>		<b>\$281,138</b>	<b>\$6,125</b>	<b>\$334,916</b>	<b>\$336,956</b>	<b>\$2,040</b>	<b>0.61%</b>
<b>Total 2610 Education Facilities</b>		<b>\$8,219,912</b>	<b>\$7,911,043</b>	<b>\$8,869,613</b>	<b>\$8,994,417</b>	<b>\$124,804</b>	<b>1.41%</b>



# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 2000 Shared Services

**Subprogram:** 2600 Public Facilities

**Element:** 2620 Municipal Facilities

**Budget Description:** The Municipal Facilities division provides maintenance and custodial care, contracted services, and utilities for municipal facilities. The budget includes 11 custodians and 1 head custodian. The recommended FY2023 General Fund budget reflects an increase of \$53,612 or 2.24% from FY2022. This level-service budget reflects an increase in Compensation of \$13,332 or 1.82%, which reflects contractually obligated step increases. Expenses increase by \$40,280 or 2.43%, which reflects increasing costs overall, but especially in cleaning and maintenance supplies.

Rental Revolving Fund compensation is increasing slightly to \$94,121 to reflect anticipated overtime increases. Expenses are maintained at \$20,000.

**Division Goals:** Support operation of the Community Center, Cary Memorial Library, the Visitors Center, Cary Memorial Building Events, plus the maintenance of the town pool facility, the Center and Lincoln bath houses, and prioritized projects.

### Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$438,616	\$545,129	\$628,893	\$640,990	\$12,097	1.92%
513000	Overtime	\$67,833	\$47,355	\$94,997	\$96,232	\$1,235	1.30%
511010	Part-Time Wages	\$0	\$0	\$0	\$0	\$0	—%
514100	Stipends	\$4,800	\$7,200	\$9,600	\$9,600	\$0	—%
<b>Subtotal Compensation</b>		<b>\$511,249</b>	<b>\$599,684</b>	<b>\$733,490</b>	<b>\$746,822</b>	<b>\$13,332</b>	<b>1.82%</b>
529000	Other Contract Services	\$113,303	\$40,000	\$40,000	\$40,800	\$800	2.00%
524030	Equip. Service & Repair	\$5,221	\$4,000	\$4,000	\$4,300	\$300	7.50%
545000	Supplies & Materials	\$26,650	\$67,000	\$67,000	\$73,500	\$6,500	9.70%
585000	Equipment	\$12,000	\$12,000	\$12,000	\$12,240	\$240	2.00%
<b>Custodial Expenses</b>		<b>\$157,174</b>	<b>\$123,000</b>	<b>\$123,000</b>	<b>\$130,840</b>	<b>\$7,840</b>	<b>6.37%</b>

520000	Contract Services	\$103,743	\$104,872	\$47,000	\$104,000	\$57,000	121.28%
529000	Security Infrastructure Maint.	\$37,576	\$50,358	\$90,000	\$50,000	\$(40,000)	(44.44)%
524070	Painting	\$37,715	\$44,763	\$45,000	\$48,000	\$3,000	6.67%
524020	Facility Service & Repair	\$92,020	\$51,911	\$75,000	\$75,000	\$0	—%
524030	Equip. Service & Repair	\$82,852	\$103,399	\$120,000	\$120,000	\$0	—%
527010	Building Rental	\$19,560	\$19,560	\$20,000	\$20,000	\$0	—%
530060	Prof Dev & Training	\$0	\$0	\$1,000	\$1,000	\$0	—%
558000	Supplies	\$5,996	\$33,874	\$30,000	\$30,000	\$0	—%
545000	Supplies & Materials	\$77,337	\$91,991	\$92,000	\$100,000	\$8,000	8.70%
558010	Clothing & Safety Equipment	\$1,658	\$1,315	\$4,160	\$4,500	\$340	8.17%
582040	Roof Repairs	\$10,000	\$9,000	\$12,000	\$15,000	\$3,000	25.00%
<i>Maintenance Expenses</i>		<i>\$468,457</i>	<i>\$511,043</i>	<i>\$536,160</i>	<i>\$567,500</i>	<i>\$31,340</i>	<i>5.85%</i>

534060	Comm. & Network Supp.	\$7,075	\$6,033	\$7,000	\$7,600	\$600	8.57%
521010	Electricity	\$535,592	\$578,436	\$749,040	\$749,040	\$0	—%
521020	Oil Heat - Propane	\$90,813	\$2,514	\$2,000	\$2,500	\$500	25.00%
521030	Natural Gas	\$179,232	\$161,761	\$190,259	\$190,259	\$0	—%
531000	Water/Sewer	\$18,511	\$24,211	\$24,500	\$24,500	\$0	—%
534020	Telephone	\$19,850	\$16,398	\$22,000	\$22,000	\$0	—%
531040	Diesel	\$0	\$1,448	\$1,000	\$1,000	\$0	—%
<i>Utility Expenses</i>		<i>\$851,073</i>	<i>\$790,801</i>	<i>\$995,799</i>	<i>\$996,899</i>	<i>\$1,100</i>	<i>0.11%</i>

<b>Subtotal Expenses</b>	<b>\$1,476,704</b>	<b>\$1,424,844</b>	<b>\$1,654,959</b>	<b>\$1,695,239</b>	<b>\$40,280</b>	<b>2.43%</b>
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<b>Total General Fund-Municipal Facilities</b>	<b>\$1,987,953</b>	<b>\$2,024,528</b>	<b>\$2,388,449</b>	<b>\$2,442,061</b>	<b>\$53,612</b>	<b>2.24%</b>
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**Public Facilities Building Rental Revolving Fund**

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$0	\$0	\$0	\$0	\$0	—%
513000	Overtime	\$30,475	\$2,333	\$92,913	\$94,121	\$1,208	1.30%
511010	Part-Time Wages	\$0	\$0	\$0	\$0	\$0	—%
<i>Personal Services</i>		<i>\$30,475</i>	<i>\$2,333</i>	<i>\$92,913</i>	<i>\$94,121</i>	<i>\$1,208</i>	<i>1.30%</i>

524020	Facility Service & Repair	\$0	\$0	\$0	\$0	\$0	—%
521010	Electricity	\$0	\$0	\$0	\$0	\$0	—%
521030	Natural Gas	\$0	\$0	\$0	\$0	\$0	—%
542000	Office Supplies	\$20,000	\$0	\$20,000	\$20,000	\$0	—%
<i>Expenses</i>		<i>\$20,000</i>	<i>\$0</i>	<i>\$20,000</i>	<i>\$20,000</i>	<i>\$0</i>	<i>—%</i>

<b>Total Revolving Fund-Municipal Facilities</b>	<b>\$50,475</b>	<b>\$2,333</b>	<b>\$112,913</b>	<b>\$114,121</b>	<b>\$1,208</b>	<b>1.07%</b>
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<b>Total 2620 Municipal Facilities</b>	<b>\$2,038,428</b>	<b>\$2,026,861</b>	<b>\$2,501,362</b>	<b>\$2,556,182</b>	<b>\$54,820</b>	<b>2.19%</b>
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# Town of Lexington

## FY2023 Budget Development

### Departmental Budget Requests

**Program:** 2000 Shared Services

**Subprogram:** 2600 Public Facilities

**Element:** 2630 Shared Facilities

**Budget Description:** The requested FY2023 General Fund budget reflects an increase of \$134,802 or 10.96% from FY2022. This includes an increase in General Fund compensation of \$29,802 or 2.60% which reflects anticipated increases for COLA, merit and individual contracts.

For FY2023, DPF recommends replacing two gas powered maintenance vehicles, with new all electric vehicles at a cost of \$70,000 per truck, plus a charging station. In total, General Fund expenses increased from FY2022.

**Division Goals:** Support the operation of the Cary Memorial Building events, Cary Memorial Library, and support the operations of the Lexington Community Center and support the development of Municipal Building projects.

### Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$1,063,541	\$1,138,854	\$1,108,659	\$1,138,057	\$29,398	2.65%
513000	Overtime	\$0	\$0	\$0	\$0	\$0	—%
512000	Seasonal Part-Time	\$22,518	\$5,445	\$25,160	\$25,564	\$404	1.61%
514100	Stipends	\$11,000	\$11,000	\$11,000	\$11,000	\$0	—%
<i>Subtotal Compensation</i>		<i>\$1,097,059</i>	<i>\$1,155,299</i>	<i>\$1,144,819</i>	<i>\$1,174,621</i>	<i>\$29,802</i>	<i>2.60%</i>
520000	Contract Services	\$0	\$0	\$0	\$0	\$0	—%
538060	Catering/Meals	\$286	\$90	\$1,000	\$1,000	\$0	—%
572000	Mileage	\$1,256	\$0	\$2,500	\$2,500	\$0	—%
530060	Prof Dev & Training	\$5,509	\$933	\$8,000	\$8,000	\$0	—%
534030	Mobile Devices	\$2,497	\$6,030	\$4,800	\$4,800	\$0	—%
545000	Supplies & Materials	\$2,824	\$5,622	\$6,500	\$6,500	\$0	—%
585000	Equipment	\$1,256	\$2,600	\$2,600	\$2,600	\$0	—%
585030	Vehicles	\$58,000	\$40,916	\$60,000	\$165,000	\$105,000	175.00%
<i>Subtotal Expenses</i>		<i>\$71,628</i>	<i>\$56,191</i>	<i>\$85,400</i>	<i>\$190,400</i>	<i>\$105,000</i>	<i>122.95%</i>
<b>Total General Fund- Shared Facilities</b>		<b>\$1,168,687</b>	<b>\$1,211,490</b>	<b>\$1,230,219</b>	<b>\$1,365,021</b>	<b>\$134,802</b>	<b>10.96%</b>

**Public Facilities Building Rental Revolving Fund**

511000	Regular Wages	\$93,222	\$0	\$98,428	\$103,419	\$4,991	5.07%
513000	Overtime	\$5,564	\$0	\$5,037	\$5,231	\$194	3.85%
511010	Part-Time Wages	\$0	\$0	\$0	\$0	\$0	—%
<i>Personal Services</i>		\$98,786	\$0	\$103,465	\$108,650	\$5,185	5.01%
524020	Facility Service & Repair	\$0	\$0	\$0	\$0	\$0	—%
521010	Electricity	\$0	\$0	\$0	\$0	\$0	—%
521030	Natural Gas	\$0	\$0	\$0	\$0	\$0	—%
542000	Office Supplies	\$0	\$0	\$0	\$0	\$0	—%
<i>Expenses</i>		\$0	\$0	\$0	\$0	\$0	—%
519080	Health Insurance	\$14,728	\$0	\$18,100	\$19,172	\$1,072	5.92%
<i>Benefits</i>		\$14,728	\$0	\$18,100	\$19,172	\$1,072	5.92%
<b>Total Building Rental Revolving Fund</b>		<b>\$113,514</b>	<b>\$0</b>	<b>\$121,565</b>	<b>\$127,822</b>	<b>\$6,257</b>	<b>5.15%</b>
<b>Total 2630 Shared Facilities</b>		<b>\$1,282,201</b>	<b>\$1,211,490</b>	<b>\$1,351,784</b>	<b>\$1,492,843</b>	<b>\$141,059</b>	<b>10.44%</b>

# FY2023 Program Improvement Request

#1 of 3

**Department:** Public Facilities

**Element:** 2630 - Shared Facilities

**PIR Title:** Update Admin Role and Make Full-time

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	0.50	\$ —	\$ 27,000	\$ 27,000
511010	Part-Time Wages			\$ —	\$ —
513000	Overtime			\$ —	\$ —
	Other Compensation			\$ —	\$ —
	Total Compensation	0.50	\$ —	\$ 27,000	\$ 27,000
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 16,783	\$ 16,783
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

### Purpose/Description of Request:

The current position was vacated during COVID and has not been filled. We would propose to change the job description to include a much more significant influence with IT. Specifically, they would be responsible for the incorporation of software, specifically Bluebeam, the software for the 20 year Capital Plan-(all reports, edits and updates to the data), extensive mastery of Excel including pivot tables, the webmaster for the department specifically for the publication of all materials on the departments web site for each project, and the continued maintenance of all digital files for all projects.

### Service Implication:

# FY2023 Program Improvement Request

#2 of 3

**Department:** Public Facilities

**Element:** 2620 - Municipal Facilities

**PIR Title:** Additional Maintenance Responsibilities

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	Bathroom maintenance			\$ 8,000	\$ 8,000
	Pool house/Jean Road			\$ 4,300	\$ 4,300
	CML, Westview			\$ 18,400	\$ 18,400
	Total Expenses		\$ —	\$ 30,700	\$ 30,700

Center Bathrooms

Reservoir Bathrooms

Pool House (non pool operations)

Cary Memorial Library (exterior items such as lighting and railings. Not including concrete, asphalt, etc).

Jean Road HVAC for the communications facility

NEW Westview facility

## Service Implication:

# FY2023 Program Improvement Request

# 3 of 3

**Department:** Public Facilities

**Element:** 2620-Municipal Facilities

**PIR Title:** Maintenance of Empty Facilities

## Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
				\$ 25,000	\$ 25,000
					\$ —
					\$ —
	Total Expenses		\$ —	\$ 25,000	\$ 25,000

**Purpose/Description of Request:** This request is to fund the basic maintenance of a number of empty facilities in town including the Carriage House, the Stone Building, and 173 Bedford Street. Currently, these facilities do not receive any maintenance. On occasion, something falls into disrepair and DPF sends a maintenance technician to make a quick repair. Given the age of the facilities, it would be prudent to have regular maintenance to preserve the facilities and keep them safe.

**Service Implication:**





## Department of Public Facilities

### FY2023-27 Capital Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
5005	Public Facilities Bid Documents	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Cash Capital
5006A	Building Flooring	\$ 150,000	\$ 156,000	\$ 162,000	\$ 169,000	\$ 176,000	Cash Capital
5006B	School Paving and Sidewalks	\$ 145,000	\$ 218,000	\$ 125,000	\$ 125,000	\$ 125,000	Cash Capital
5007	Mechanical/Electrical Systems Replacements	\$ 787,000	\$ 850,000	\$ 917,000	\$ 984,000	\$ 1,053,000	Cash Capital, Bonding
5008	Municipal Building Envelopes and Associated Systems	\$ 219,540	\$ 225,029	\$ 230,655	\$ 236,421	\$ 242,332	Cash Capital
5009	Townwide Roofing	\$ 428,000	\$ 652,000	\$ 1,270,000	\$ 244,000	\$ —	Cash Capital, Bonding
5011	School Building Envelopes and Associated Systems	\$ 251,400	\$ 257,684	\$ 264,127	\$ 270,600	\$ 277,365	Cash Capital, Bonding
<b>Total Facilities Capital Programs</b>		\$ 2,080,940	\$ 2,458,713	\$ 3,068,782	\$ 2,129,021	\$ 1,973,697	

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
DPF-23-1	Lexington Police Station Rebuild	\$32,800,000	\$ —	\$ —	\$ —	\$ —	Bonding, State Aid
DPF-23-2	LHS Feasibility Study	\$ 1,825,000	\$ —	\$ —	TBD	\$ —	Cash Capital, Bonding, State Aid
DPF-23-3	LHS Science Classroom Space Mining	\$ —	\$ 200,000	\$ —	\$ —	\$ —	Cash Capital, Bonding
DPF-23-4	High School Equipment Emergency Funds	\$ 500,000	\$ —	\$ —	\$ —	\$ —	General Fund debt
<b>Total Facilities Capital Projects</b>		\$35,125,000	\$ 200,000	\$ —	\$ —	\$ —	

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
DPF-CPA-1	Playground Enhancements - Pour-in-Place Surfaces	\$ 1,459,591	\$ —	\$ —	\$ —	\$ —	CPA
DPF-CPA-2	Center Recreation Complex Bathrooms & Maintenance Building Renovation	\$ 915,000	\$ —	\$ —	\$ —	\$ —	CPA
<b>Total Facilities CPA Projects</b>		\$ 2,374,591	\$ —	\$ —	\$ —	\$ —	

# Town of Lexington, Massachusetts



**Fiscal Year 2023**

## **Department of Public Facilities Capital Program Submission**



## Department of Public Facilities

### FY2023-27 Capital Program Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
5005	Public Facilities Bid Documents	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Cash Capital
5006A	Building Flooring	\$ 150,000	\$ 156,000	\$ 162,000	\$ 169,000	\$ 176,000	Cash Capital
5006B	School Paving and Sidewalks	\$ 145,000	\$ 218,000	\$ 125,000	\$ 125,000	\$ 125,000	Cash Capital
5007	Mechanical/Electrical Systems Replacements	\$ 787,000	\$ 850,000	\$ 917,000	\$ 984,000	\$ 1,053,000	Cash Capital, Bonding
5008	Municipal Building Envelopes and Associated Systems	\$ 219,540	\$ 225,029	\$ 230,655	\$ 236,421	\$ 242,332	Cash Capital
5009	Townwide Roofing	\$ 428,000	\$ 652,000	\$ 1,270,000	\$ 244,000	—	Cash Capital, Bonding
5011	School Building Envelopes and Associated Systems	\$ 251,400	\$ 257,684	\$ 264,127	\$ 270,600	\$ 277,365	Cash Capital, Bonding
<b>Total Facilities Capital Programs</b>		<b>\$ 2,080,940</b>	<b>\$ 2,458,713</b>	<b>\$ 3,068,782</b>	<b>\$ 2,129,021</b>	<b>\$ 1,973,697</b>	



## ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Public Facilities Bid Documents

**Date:** 10/19/2021

**Program ID:** 5005    **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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### **Description of Capital Program:**

This project appropriates a fund for professional services to produce design development, construction documents, and/or bid administration services for projects. Eligible projects would be projects seeking authorization at the Annual Town Meeting that have a high probability of approval and the intended schedule would be unattainable if the project design process could not begin until after the close of Annual Town Meeting.

### **Goals of Capital Program:**

Public Facilities manages projects for municipal and school buildings with very short construction windows due to the academic calendar and the summer construction window. With the Annual Town Meeting closing in late April or early May, there is insufficient time to obtain professional services for bid documents, complete the bidding process, execute a contract, and implement the project before the summer construction window closes. With this available funding, projects that have a high probability of approval at Town Meeting can be developed with sufficient time to implement them in the same calendar year as Town Meeting.

### **Impact if Not Maintained:**

Impact if not completed is to delay implementation of projects for 12 months or use available operating dollars to supplement capital projects.

### **Major Spending over Past 5 Years:**

No major spending, however there have been some smaller requests for space mining at the high school. Front entrance security work, relocation of the IT department, and other minor space changes to allow for the increase in enrollment.

### **Work Currently Underway:**

Envelope work on TOB, LCC, and Cary Memorial Hall, mechanical replacement at TOB

### **Planned Spending for Next 5 Years:**

This is a little difficult to predict. Typically the school department isn't able to see the need for these services until it's into the school year. When that is the case it doesn't allow time for funds to be requested during town meeting, have it approved, have enough time to hire an architect, and then bid out the work. Unfortunately I can't provide a more specific response to what these funds would be used for during the next 5 years.

### **Basis for Cost Projections:**

For FY2017 this funding was increased to \$100,000 as \$75,000 was insufficient in FY2015. Because this request is annual, it makes sense to turn back unused funds from the previous year's allocation.

**Stakeholders:** Public Facilities and project stakeholders

**Operating Budget Impact:** None.

**Funding Source:** Cash Capital

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2017/16E	\$ 217,979	\$ 8,777	\$ —	\$ —	\$ 209,203
2018/20B	\$ 100,000	\$ 63,029	\$ —	\$ —	\$ 36,971
2019/20A	\$ 100,000	\$ 60,790	\$ —	\$ —	\$ 39,210
2020/16I	\$ 100,000	\$ 73,365	\$ 23,800	\$ 2,835	\$ —
2021/16A	\$ 100,000	\$ —	\$ 5,000	\$ 95,000	\$ —
<b>Totals</b>	<b>\$ 617,979</b>	<b>\$ 205,961</b>	<b>\$ 28,800</b>	<b>\$ 97,835</b>	<b>\$ 285,384</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Design/Engineer	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Construction					
Equipment					
Contingency					
<b>Totals</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Building Flooring

**Date:** 10/19/2021

**Program ID:** 5006A **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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## **Description of Capital Program:**

This is an Annual Program that was initiated in FY2011 to replace flooring systems to maintain clean and safe spaces. An FY2023 appropriation would initiate projects as informed by the 20-Year Capital Plan. These projects would be to begin a systematic replacement of classroom flooring from Vinyl Composite Tile (VCT) to Linoleum Vinyl Tile (LVT) at Bowman, Bridge, Clarke, Fiske and Harrington schools. Also, there is a need to complete flooring replacement at Town Office Building. At this point in the review of the 20 year capital plan, we believe it is prudent to remove the Lexington High School and the Police Station from the planning process. We will assess those facilities as need based only until a larger discussion can occur to determine the town's direction with certain facilities.

## **Goals of Capital Program:**

As identified in the 20 year Capital Plan, all flooring systems were evaluated across the Town and School buildings and has made recommendations for replacement. DPF has developed a plan to start replacing 4 classroom floors in school buildings at a current cost of approximately \$6k per room. The plan focuses on Clarke, Bowman, Bridge, Harrington, Fiske. Town buildings will be included in this plan as that building come up in the 5 year plan.

## **Impact if Not Maintained:**

Without adequate funding for replacement, flooring systems will potentially develop into unsafe conditions and become tripping hazards as well as become difficult to clean.

## **Major Spending over Past 5 Years:**

- FY2019 Completed Projects: Diamond and Clarke Middle School Library carpets and Cary Library.
- FY2020 Projects: Clarke Gym Floor (complete), Diamond Stairwell (tread replacement-complete), Town Office Building (carpet removal and replacement complete). Fiske first floor corridor replacement (complete). LHS field house track flooring (complete).
- FY2021 Projects: Harrington 1st and 2nd Floor Hallway (complete), PSB Café and Back hallway.
- FY2022 Projects: Fiske 2nd Floor Corridors, Town Office Buildings Office Space, Field House BB Court.

## **Work Currently Underway:**

Completed as FY2022 summer project: Town Office Building, 4 Classrooms at LHS, Field House Basketball Court

## **Planned Spending for Next 5 Years:**

The 20-Year Capital plan has identified the following work for the next 5 years: Clearly additional discussions will be needed to determine best path fiscally given the demand outpaces the funding. The Department of Public Facilities intends to utilize the 20 year capital report to prioritize the demand for the capital request. The 5 Year plan is described below;

FY2023 Plan is to complete four classrooms per year and other prioritized flooring systems at buildings with a Facility Condition Assessment (FCI) of a "B" Grade or better.

FY2024 Plan is to complete four classrooms per year and other prioritized flooring systems at buildings with a Facility Condition Assessment (FCI) of a "B" Grade or better.

FY2025 Plan is to complete four classrooms per year and other prioritized flooring systems at buildings with a Facility Condition Assessment (FCI) of a "B" Grade or better.

FY2026 Plan is to complete four classrooms per year and other prioritized flooring systems at buildings with a Facility Condition Assessment (FCI) of a "B" Grade or better.

**Basis for Cost Projections:**

The 20-Year Capital Plan with cost estimates from VFA, Inc, (who are owned by Accruent) including inflation. The figures below have been rounded to the nearest thousand dollars.

**Stakeholders:** Building users, employees, and community.

**Operating Budget Impact:**

The current operating budget is not budgeted for large square area flooring changes due to unforeseen failures.

**Funding Source:** Cash Capital

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2017/16D	\$ 367,226	\$ 322,226	\$ —	\$ —	\$ 45,000
2018/20C	\$ 361,890	\$ 361,890	\$ —	\$ —	\$ —
2019/20B	\$ 451,740	\$ 442,740	\$ 6,048	\$ 2,952	\$ —
2020/16H	\$ 250,000	\$ 208,779	\$ 41,221	\$ —	\$ —
2021/16B	\$ 250,000	\$ 124,881	\$ 119	\$ 125,000	\$ —
<b>Totals</b>	<b>\$ 1,680,856</b>	<b>\$ 1,460,516</b>	<b>\$ 47,388</b>	<b>\$ 127,952</b>	<b>\$ 45,000</b>

*\*Data current as of November 23, 2021. Reflects total authorization from article, which includes both Flooring and Paving.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Design/Engineer					
Construction	\$ 150,000	\$ 156,000	\$ 162,000	\$ 169,000	\$ 175,500
Equipment					
Contingency					
<b>Totals</b>	<b>\$ 150,000</b>	<b>\$ 156,000</b>	<b>\$ 162,000</b>	<b>\$ 169,000</b>	<b>\$ 176,000</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** School Paving and Sidewalks

**Date:** 10/19/2021

**Program ID:** 5006B **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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## **Description of Capital Program:**

This program funding is to replace in kind on school grounds specifically: parking lots, bus loops, sidewalks, retaining walls, and other associated site work. Currently, Clarke Middle School is in need of prioritized site work to include parking and roadway pavement due to its current poor and failed condition. Some site conditions have deteriorated causing potential trip and fall hazards. Water is not draining away from the school nor is it pitched correctly towards a catch basin. The Capital request will be dedicated to repairing these conditions during the summer of 2022. At this point in the review of the 20 year capital plan, we believe it is prudent to remove the Lexington High School from the planning process. We will assess that facility as need based only until a larger discussion can occur to determine the town's direction with certain facilities.

## **Goals of Capital Program:**

Extraordinary repairs for school paving areas are necessary to maintain parking and pedestrian surfaces in a condition suitable for public safety and Safe Routes to Schools. In addition, proper drainage of the site is equally important and will be addressed through this capital item as well. This capital request would address pedestrian, bicycle and driver safety on school grounds.

## **Impact if Not Maintained:**

If deteriorated conditions are not addressed in a timely manner, additional paving replacements may be required and building envelope conditions could deteriorate. Drainage will be impacted causing slip and fall hazards in winter.

## **Major Spending over Past 5 Years:**

Harrington Elementary School site work. Fiske Elementary School site work. LPS Central Administration Building site work. Bridge Elementary School site work. Bowman Elementary School site work.

## **Work Currently Underway:**

Harrington rear roadway and surfaces and Central Administration parking-Completed summer 2021.

## **Planned Spending for Next 5 Years:**

FY2023 \$145,000 Clarke Middle School, Rear parking lot, receiving area, sidewalks

FY2024 \$217,359 Diamond Middle School access road and sidewalk from Hancock street rotary

Besides these two school projects, the Lexington High School has significant deterioration of the front and rear parking lots. While we are not requesting funds to repair these areas, it should be noted that the existing conditions are poor and decisions will need to be made as to what level of repair should be made to this site.

## **Basis for Cost Projections:**

Past Operational Repair Projects and budget proposals plus the new 20 year Capital Plan. All requested dollars are rounded to the next highest 1,000.

**Stakeholders:** Community, students, parents, staff

## **Operating Budget Impact:**

Making these repairs through capital would reduce impact to the operating budget due to repair cost from contracted services.



**Funding Source:** Cash Capital

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2017/16D	\$ 367,226	\$ 322,226	\$ —	\$ —	\$ 45,000
2018/20C	\$ 361,890	\$ 361,890	\$ —	\$ —	\$ —
2019/20B	\$ 451,740	\$ 442,740	\$ 6,048	\$ 2,952	\$ —
2020/16H	\$ 250,000	\$ 208,779	\$ 41,221	\$ —	\$ —
2021/16B	\$ 250,000	\$ 124,881	\$ 119	\$ 125,000	\$ —
<b>Totals</b>	<b>\$ 1,680,856</b>	<b>\$ 1,460,516</b>	<b>\$ 47,388</b>	<b>\$ 127,952</b>	<b>\$ 45,000</b>

*\*Data current as of November 23, 2021. Reflects total authorization from article, which includes both Flooring and Paving.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Design/Engineer					
Construction	\$ 131,381	\$ 197,599	\$ 125,000	\$ 125,000	\$ 125,000
Equipment					
Contingency	\$ 13,138	\$ 19,760			
<b>Totals</b>	<b>\$ 145,000</b>	<b>\$ 218,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Mechanical/Electrical Systems Replacements

**Date:** 10/19/2021

**Program ID:** 5007 **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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## **Description of Capital Program:**

This project is an annual replacement of HVAC and electrical systems that have exceeded their useful life and require replacement before catastrophic failures occur. After the development of the 20-year Capital Plan, the report identifies tens of millions of dollars of projects that are coming due in the next 5 years or that have been deferred. This category has significant dollars scheduled for investment over the next 5 years. At this point in the review of the 20 year capital plan, we believe it is prudent to remove the Lexington High School and the Police Station from the planning process. We will assess those facilities as need based only until a larger discussion can occur to determine the town's direction with certain facilities. The current identified volume of necessary work greatly exceeds the current funding allocation. Substantive discussions will need to take place to give clear direction for this capital item moving forward.

## **Goals of Capital Program:**

The goal of the program is to assess the need of each building and to determine the top priority to repair/replace.

## **Impact if Not Maintained:**

Without the replacement of these systems, we would risk being able to supply heat, AC, fresh air or exhaust to both staff and in turn, provide service to the general public. If the system are not replaced in a timely fashion, the potential risk for unplanned interruptions may occur.

## **Major Spending over Past 5 Years:**

- FY2021: Lexington High School, Main Building - Domestic Hot Water Storage Tanks  
Clarke Middle School, Domestic Hot Water Heater
- FY2020: Lexington Community Center - Chiller Replacement
- FY2019: Cary Library – Replacement of Chiller System
- FY2018: Town Office Building – Continuation of Town Office Building Makeup Air Units project to include Selectmen Meeting Room/IT Server Room Replacement.

## **Work Currently Underway:**

Variable Air Volume supply units to be replaced in the Cary Library

## **Planned Spending for Next 5 Years:**

FY2023 Clarke Middle School Air Handling Units, past life cycle installed 2000. Specifically AHU4 has recently been failing on and off.

FY2024 Harrington Elementary School Energy Recovery Units

FY2025 Harrington Elementary School Energy Recovery Units

FY2026 Fiske Elementary School Energy Recovery Units

FY2027 Fiske Elementary School Energy Recovery Units

## **Basis for Cost Projections:**

20-Year Capital Plan. Estimates are Class 3 Estimates per Association for the Advancement of Cost Engineering (AACE) for budgeting purposes from VFA Inc. These figures have all been rounded to the nearest thousand.

**Stakeholders:** General Public, Public Meetings and Occupants of the building

**Operating Budget Impact:**

If we continue to use operating dollars to repair the Mechanical systems it reduces the opportunity to utilize those funds for other purposes.

**Funding Source:** Cash Capital, Bonding

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2015/18D	\$ 463,000	\$ 331,400	\$ 129,554	\$ 2,046	\$ —
2017/16F	\$ 489,000	\$ 475,513	\$ —	\$ 13,487	\$ —
2018/20I	\$ 544,500	\$ 42,170	\$ 9,834	\$ 492,496	\$ —
2019/20F	\$ 605,000	\$ 100,962	\$ 32,216	\$ 471,822	\$ —
2020/16J	\$ 672,000	\$ —	\$ —	\$ 672,000	\$ —
2021/16C	\$ 728,000	\$ —	\$ 71,330	\$ 656,670	\$ —
<b>Totals</b>	<b>\$ 3,501,500</b>	<b>\$ 950,045</b>	<b>\$ 242,934</b>	<b>\$ 2,308,521</b>	<b>\$ —</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Design/Engineer	\$ 60,000	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000
Construction	\$ 655,000	\$ 105,000	\$ 110,000	\$ 115,000	\$ 120,000
Equipment	\$ —	\$ 602,000	\$ 653,000	\$ 704,000	\$ 756,800
Contingency	\$ 71,500	\$ 77,200	\$ 83,300	\$ 89,400	\$ 95,680
<b>Totals</b>	<b>\$ 787,000</b>	<b>\$ 850,000</b>	<b>\$ 917,000</b>	<b>\$ 984,000</b>	<b>\$ 1,053,000</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Municipal Building Envelopes and Associated Systems

**Date:** 10/19/2021

1

**Program ID:** 5008    **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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## **Description of Capital Program:**

This request is for continued funding of Municipal Building Envelopes and Systems projects as approved in a 2006 operating override in the amount of \$150,000, annually increased by 2.5%. The FY2023 request intends to begin a window replacement project at the Lexington Community Center. The conditions of the current windows in the mansion section of the building are single pane, difficult to open and have significant air leaks.

## **Goals of Capital Program:**

Replacing the windows will result in better conditions for the building occupants, will reduce energy waste due to the leaky windows and will allow for ease of operation by the staff.

## **Impact if Not Maintained:**

Continued energy waste and poor conditions for staff and building users.

## **Major Spending over Past 5 Years:**

We performed significant work at:

Lexington Community Center (masonry, exterior stair repair, brick repointing)

Cary Memorial Library Ice Dams -south entrance

TOB major building foundation water infiltration and repair of storm water drainage.

## **Work Currently Underway:**

Lexington Community Center exterior stairway, brick walkways, siding replacement, brick under the rotunda.

Town Office Building attic weatherization.

## **Planned Spending for Next 5 Years:**

Work plan based on the 20 Year Capital Plan

FY2023: Lexington Community Center - Exterior windows partial (mansion)

FY2024: Lexington Community Center - Exterior Doors

FY2025: Cary Memorial Building, Building Envelope

FY2026: Cary Memorial Building, Building Envelope

FY2027: Lexington Community Center, Exterior windows partial (main building)

**Basis for Cost Projections:**

The 20 Year Capital Plan with cost estimates from VFA, Inc. including inflation. This budget is limited to the 2.5% increase year over year. Design/Engineering based on 10% of construction cost. These figures have all been rounded to the nearest thousand.

**Stakeholders:** Town staff, Lexington residents

**Operating Budget Impact:**

The projects within this program would not increase the size of the public building stock and therefore do not result in increased utility usage or maintenance costs. In fact, with the better insulated windows, the building could see a drop in heating and cooling costs.

**Funding Source:** Cash Capital

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2016/15D	\$ 187,329	\$ 172,058	\$ —	\$ —	\$ 15,271
2017/16C	\$ 194,713	\$ 185,157	\$ —	\$ 9,556	\$ —
2018/20E	\$ 198,893	\$ 21,000	\$ —	\$ 177,893	\$ —
2019/20C	\$ 203,865	\$ 93,642	\$ 34,000	\$ 76,223	\$ —
2020/16G	\$ 208,962	\$ —	\$ —	\$ 208,962	\$ —
2021/16D	\$ 214,186	\$ —	\$ —	\$ 214,186	\$ —
<b>Totals</b>	<b>\$ 1,207,948</b>	<b>\$ 471,857</b>	<b>\$ 34,000</b>	<b>\$ 686,820</b>	<b>\$ 15,271</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Design/Engineer	\$ 19,958	\$ 20,457	\$ 20,969	\$ 21,493	\$ 22,031
Construction	\$ 199,582	\$ 204,572	\$ 209,686	\$ 214,928	\$ 220,301
Equipment					
Contingency					
<b>Totals</b>	<b>\$ 219,540</b>	<b>\$ 225,029</b>	<b>\$ 230,655</b>	<b>\$ 236,421</b>	<b>\$ 242,332</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



## ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** Townwide Roofing

**Date:** /19/2021

10

**Program ID:** 5009 **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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### **Description of Capital Program:**

The Department of Public Facilities subcontracted out a full building stock 20 year capital assessment. As part of the 20-Year Capital Plan, roofing was a key component and illuminated some issues that previously were not known. A priority for FY2023 is replacing a significant portion of the Central Administrations asphalt shingle roof. At this point in the review of the 20 year capital plan, we believe it is prudent to remove the Lexington High School and the Police Station from the planning process. We will assess those facilities as need based only until a larger discussion can occur to determine the town's direction with certain facilities.

### **Goals of Capital Program:**

This FY2023 request is to repair/replace portions of Central Administrations roof to prevent water infiltration.

### **Impact if Not Maintained:**

Water infiltration and ice will continue to damage furnishings, property, and building components. Potential for indoor air quality issues will continue to be at a higher risk.

### **Major Spending over Past 5 Years:**

2016 roofing repairs to CO

### **Work Currently Underway:**

The Bridge roofing project will be completed summer of 2022.

TOB and Cary Memorial Building will see repairs in the spring of 2022

### **Planned Spending for Next 5 Years:**

The 20-Year Capital Plan has identified the following work for the next 5 years:

FY2023 \$427,270 (Central Admin - Main Roof, excludes gymnasium wing)

FY2024 \$651,685 (Cary Memorial Library - Slate and Asphalt Shingles)

FY2025 \$1,268,752 (Lexington Community Center - complete roof)

FY2026 \$243,243 (East Lexington Fire Station - Slate Roof)

FY2027 \$0 No priority shown on 20 year report for FY2027

Please note that Lexington High School has a number of roofs that are in need of replacement (approximately \$3.5 million), however we have removed them from the capital plan until a substantive conversation can be had on process.

**Basis for Cost Projections:**

The 20-Year Capital Plan with cost estimates from VFA, Inc. including inflation. These figures have all been rounded to the nearest thousand.

**Stakeholders:** Students, Teachers, Public, Administrators

**Operating Budget Impact:**

Approximately \$50,000 is budgeted for emergency leak repairs within the DPF operating budget. Replacement of the roofing systems could result in reducing the stress on the operating budget, as well as reducing time custodians clean up leaks and administrative time dealing with insurance claims from the water leaks.

**Funding Source:** Cash Capital, Bonding

**Prior Authorizations:**

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2016/15A	\$ 176,400	\$ 127,755	\$ —	\$ —	\$ 48,645
2020/16E	\$ 2,010,152	\$ 46,126	\$ 48,370	\$ 1,915,656	\$ —
2021/16E	\$ 528,000	\$ —	\$ —	\$ 528,000	\$ —
<b>Totals</b>	<b>\$ 2,714,552</b>	<b>\$ 173,881</b>	<b>\$ 48,370</b>	<b>\$ 2,443,656</b>	<b>\$ 48,645</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 35,312	\$ 53,858	\$ 104,856	\$ 20,103	\$ —
Construction	\$ 353,116	\$ 538,583	\$ 1,048,555	\$ 201,027	\$ —
Equipment					
Contingency	\$ 38,843	\$ 59,244	\$ 115,341	\$ 22,113	\$ —
<b>Totals</b>	<b>\$ 428,000</b>	<b>\$ 652,000</b>	<b>\$ 1,270,000</b>	<b>\$ 244,000</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



## ***Town of Lexington - FY2023-27 Capital Program Investment***

**Program Name:** School Building Envelopes and Associated Systems

**Date:** 10/19/2021

10

**Program ID:** 5011 **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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### **Description of Capital Program:**

This project is requesting funds to perform annual prioritized extraordinary repairs and modifications to school buildings and systems. The FY2023 request will be used to continue building envelope repairs. The FY2023 appropriation will be applied to address repairs of water and air infiltration issues of the gaskets, caulking, doors and windows of school buildings based on priority. The Central Administration building has the building original large, single pane windows that leak terribly. Complaints of drafts and the inability to open them are constant. These windows are long past their useful life.

At this point in the review of the 20 year capital plan, we believe it is prudent to remove the Lexington High School from the planning process. We will assess that facility as need based only until a larger discussion can occur to determine the town's direction with certain facilities.

### **Goals of Capital Program:**

Properly maintaining the buildings operated by the School Department requires continual investment in the building envelope and systems. This includes repairs to siding, caulking, masonry, weather proofing materials, windows, doors and painting of wood exteriors based on priority.

### **Impact if Not Maintained:**

Without continual maintenance the building exterior will continue to deteriorate, allowing more moisture to become entrapped in the envelope and propagate cracks in the exterior masonry facade through the freeze-thaw cycle. The building occupants will experience more discomfort created by air and water infiltration.

### **Major Spending over Past 5 Years:**

Central office chimney, Harrington front entrance and skylights, Fiske front entry water infiltration

### **Work Currently Underway:**

Painting, repointing, weather proofing. Bid is going out for this at Bridge and Bowman. Priorities will include LPS Central Administration Building and Clarke Middle School.

### **Planned Spending for Next 5 Years:**

The 20-Year Capital Plan has identified the following work for the next 5 years:

FY2023 LPS Central Administration Building, Exterior Windows

FY2024 LPS Central Administration Building, Exterior Windows

FY2025 Clarke Middle School, Exterior Windows (phased project)

FY2026 Clarke Middle School, Exterior Windows (phased project)

FY2027 Clarke Middle School, Exterior Windows (phased project)

LPS Central Administration Building, Exterior Doors



**Basis for Cost Projections:**

Continuation of building envelope at 2.5% annual increase. Design/Engineering based on 10% of construction cost. All figures have been rounded to the nearest thousand. In the event LHS does not move forward in the MSBA process, the town will need to have significant conversations about how to maintain the building moving forward.

**Stakeholders:** School users, public.

**Operating Budget Impact:**

Operating budget will continue to fund small, individual items such as failure of a specific door or window or small painting projects.

**Funding Source:** Cash Capital, Bonding

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
2013/14I	\$ 235,000	\$ 234,248	\$ —	\$ —	\$ 752
2015/18G	\$ 210,000	\$ 133,771	\$ —	\$ —	\$ 76,229
2016/15B	\$ 215,000	\$ 215,000	\$ —	\$ —	\$ —
2017/16A	\$ 222,200	\$ 162,162	\$ 18,000	\$ 42,038	\$ —
2018/20G	\$ 227,755	\$ —	\$ —	\$ 227,755	\$ —
2019/20D	\$ 233,448	\$ 67,339	\$ 2,001	\$ 164,109	\$ —
2020/16F	\$ 239,285	\$ —	\$ —	\$ 239,285	\$ —
2021/16F	\$ 245,199	\$ —	\$ —	\$ 245,199	\$ —
<b>Totals</b>	<b>\$ 1,827,887</b>	<b>\$ 812,520</b>	<b>\$ 20,001</b>	<b>\$ 918,386</b>	<b>\$ 76,981</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Design/Engineer	\$ 22,855	\$ 23,426	\$ 24,012	\$ 24,482	\$ 25,094
Construction	\$ 228,545	\$ 234,258	\$ 240,115	\$ 246,118	\$ 252,271
Equipment					
Contingency					
<b>Totals</b>	<b>\$ 251,400</b>	<b>\$ 257,684</b>	<b>\$ 264,127</b>	<b>\$ 270,600</b>	<b>\$ 277,365</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —

# Town of Lexington, Massachusetts



**Fiscal Year 2023**

## **Department of Public Facilities Capital Project Submission**



## Department of Public Facilities

### FY2023-27 Capital Project Summary

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
DPF-23-1	Lexington Police Station Rebuild	\$32,800,000	\$ —	\$ —	\$ —	\$ —	Bonding, State Aid
DPF-23-2	LHS Feasibility Study	\$ 1,825,000	\$ —	\$ —	TBD	\$ —	Cash Capital, Bonding, State Aid
DPF-23-3	LHS Science Classroom Space Mining	\$ —	\$ 200,000	\$ —	\$ —	\$ —	Cash Capital, Bonding
DPF-23-4	High School Equipment Emergency Funds	\$ 500,000	\$ —	\$ —	\$ —	\$ —	General Fund debt
<b>Total Facilities Capital Projects</b>		<b>\$35,125,000</b>	<b>\$ 200,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	



# ***Town of Lexington - FY2023-27 Capital Improvement Project***

**Project Name:** Lexington Police Station Rebuild

**Date:** 10/19/2021

**Project ID:** DPF-23-1 **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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## **Description of Project:**

Special Town Meeting 2016-5 appropriated \$65,000 to study a new Police Department Headquarters at the current Massachusetts Avenue location and also at the 173 Bedford Street location. The results of the study indicated an option that a modern Headquarters could be constructed at the current location for \$25,397,762, with an additional \$254,030 being required to modify 173 Bedford Street as a temporary Headquarters, for a total of \$25,651,792. In January 2018 the Board of Selectman voted in unanimous support to keep the Police Station located at its current address of 1575 Massachusetts Avenue. In Article 14 of the 2018 Annual Town Meeting \$1,862,622 was appropriated for the Design, Engineering and Architectural design through construction documents. In September 2019, the BOS voted the new Integrated Design Process into policy. Because the new Police Headquarters will be designed using this new process, it is expected to add cost to the original estimates. We are still working on the cost impact of this new policy. The Schematic Design phase was completed and presented to the Select Board in October of 2020 seeking permission to move to the design Development Phase. Due to the then current events, the Select Board declined to advance the project to the next phase until a robust community discussion took place on policing protocol. In August of 2021, the Select Board was presented with the schematic design last seen in 2020. The Board voted to move the project design into the Design Development phase. The Board also asked that the designers take into consideration the results from the summary of conversations had on community policing. The Select Board distributed the information to the designers who took the information and developed a modified design and presented it's proposal in October of 2021. The Board voted to proceed with option "B" which expanded the square footage of the facility by approximately 3,450 feet. This additional space will be utilized to potentially house new community offices such as mental health, social workers, and new programs to support the town outside of regular policing practices. Lastly, the additional square footage plus the impact of COVID 19 on raw materials resulted in an increase in the estimated price of the project to \$32,800,000.

## **Justification/Benefit:**

The station opened in 1956 and was renovated in 1970 when the entire building became dedicated to police services. In 1994, renovations rebuilt the cell block, secured an area for a joint police/fire/9-1-1 dispatch center and provided for an accessible ramp and first floor accessible bathrooms. In 2007, the dispatch center, lobby and Commanding Officer Office was renovated to accommodate all new radio, telephone and dispatching equipment. The police station does not have an elevator. It does not have a sally port for prisoner access to the cell block. The indoor firing range is inadequate and has been abandoned. The station does not provide a bulk storage area for large pieces of evidence, found bicycles and fleet supplies. Both male and female locker rooms are inadequate, office space is limited, lab and evidence rooms are not large enough to accommodate new equipment, and bathrooms at basement and 2nd floor level are non-compliant. The building also does not have a fire suppression system.

## **Impact if Not Completed:**

No elevator means access between floors for persons with disabilities (including employees with short term injuries). All bulk items must be carried up the stairs. Because there is inadequate storage, the use of inappropriate spaces (i.e. boiler room and cell block currently used to store bulk items) and in some instances violated code. Bicycle storage, large evidence items, and fleet needs (tires, oil, radar trailers, and Motorcycles) are forced into small spaces or exposed outside. The female locker room does not accommodate the a larger number of female employees and the male locker room is also the main passage way to the garage and indoor range; and the only passage way to access the first floor when the cell block is locked down. A sally port would allow the safe unloading and loading of prisoners directly to or from the cell block. Evidence holding areas and the evidence lab are very small and lack space to accommodate refrigeration, gun lockers, holding bulk items, or any case with volumes of evidence. The kitchen lacks modern equipment impacting daily work environment. The garage is too small to meet the larger fleet

needs; a training room specific to continuing education programs is not available; AC units are 30+ years old; the heat registers do not evenly distribute heat throughout the building; records storage is very limited; and office space is limited. The building is served by two separate electrical services causing problems during power outages while running the emergency generator. The facility has a fire alarm system but no sprinkler system -- a fire suppression system is vital since it is important to avoid an evacuation of the emergency 9-1-1

**Timeframe:**

Complete Early 2024.

**Replacement Frequency:**

The building is 65 years old and has met its intended lifetime.

**Basis for Cost Projections:**

Actual cost estimate from Tecton Architects at the end of Schematic Design phase. Given the delay and expanded scope of work, additional architect fees have been requested.

**Stakeholders:** Police department staff, persons with disabilities, general public whose property or criminal investigations depend on police services/storage/handling. Due to enlarging of the facility, others who will be impacted are neighbors abutting property and parking for employees and visitors.

**Operating Budget Impact:** A larger facility will have an increase in maintenance, heating, cooling, and electrical costs.

**Funding Source:** Bonding, State Aid

**Prior Authorizations:**

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2016 STM/5	Police Station Feasibility Study	\$ 65,000	\$ 59,250	\$ —	\$ 5,750	\$ —
2018/14	Police Station Design	\$ 1,862,622	\$ 687,356	\$ 1,063,731	\$ 111,536	\$ —
<b>Totals</b>		<b>\$ 1,927,622</b>	<b>\$ 746,606</b>	<b>\$ 1,063,731</b>	<b>\$ 117,286</b>	<b>\$ —</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition	\$ —				
Design/Engineer	\$ 2,100,000				
Project Management	\$ 1,700,000				
Construction	\$ 25,500,000				
Equipment	\$ 1,000,000				
Contingency	\$ 2,500,000				
<b>Totals</b>	<b>\$ 32,800,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# ***Town of Lexington - FY2023-27 Capital Improvement Project***

**Project Name:** LHS Feasibility Study

**Date:** 10/19/2021

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**Project ID:** DPF-23-2 **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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## **Description of Project:**

Lexington High School (LHS) was renovated in 2000 to a capacity of 1,842 students. In 2014 and 2015, pre-fabricated buildings were added to the campus, increasing the number of classrooms. The January 28, 2015 Symmes Maini & McKee Associates (SMMA) Lexington Public Schools Master Plan Report identified the "classroom" capacity of LHS to be 2,270 students, though also identifying that core areas would still be overcrowded. This existing capacity was projected to provide sufficient classroom space for the next five years. From the SMMA Master Plan, a School Building Project Consensus Plan was developed that identified adding capacity to the middle schools, elementary schools, and pre-Kindergarten, as the priorities over the next five years. School Committee submitted a Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA) to evaluate LHS for insufficient educational capacity and system upgrades. Should the MSBA select the Lexington SOI, funding would be required for the Feasibility Study. The SOI submitted to the MSBA in 2019 was not selected to move forward. In February 2020, the School Committee again submitted an SOI to the MSBA and expect to hear if the LHS project is selected by the end of 2020. Due to the COVID pandemic the town did not hear from the MSBA until April of 2021, again, the town was not selected to move forward with the project. In June of 2021, the SOI was resubmitted to the MSBA with hopes to hear back by December 2021.

## **Justification/Benefit:**

Enrollment at LHS as of October 1, 2018 was 2,275 students. The latest five year forecast is 2,458 +/- 115 students for the October 2023 enrollment. There have been discussions that the High School will be approximately 425,000-450,000 square feet. Rough construction costs that we experienced recently (Hastings was \$590/sq ft.) are \$600/sq ft. If the market does not see a correction, there are estimates for planning (assuming escalation) of approximately \$900/sq ft.

## **Impact if Not Completed:**

LHS enrollments are projected to increase over the next five years. A project to address overcrowding at LHS, as well as increase core capacities and replace systems that have operated beyond their useful life will be required to maintain class sizes, continue to offer robust educational programs, and to prevent system failures.

## **Timeframe:**

This timeline is VERY approximate. A better timeline will come from the MSBA. If Lexington is invited into the MSBA process, the Project Feasibility study would take a year (July 2022-2023), with subsequent design taking approximately 1 year (complete July 2024), and a 3 year construction period (July 2024-2027). Possible occupancy of September 2027. The playing fields, if disturbed by the construction would return to use after 2027.

## **Replacement Frequency:**

This building was built in 1950 and is now 71 years old. While there have been additions and renovations, the building is not suitable for the program nor the number of students it serves.

## **Basis for Cost Projections:**

See above. We are using the current cost per sq ft witnessed at Hastings (\$590/sq.ft.) and included escalation. Please remember the figures from Hastings were bid in 2018.

**Stakeholders:** Lexington Community

**Operating Budget Impact:**

Building a new high school would certainly add to the operating costs, however it also provides the opportunity to build a school with the intent of being carbon neutral and net zero. The operating cost escalation would be due to the larger size of the physical building and a possible all electric design.

**Funding Source:** Cash Capital, Bonding, State Aid

**Prior Authorizations:** None.

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition				TBD	
Design/Engineer	\$ 1,825,000		TBD	TBD	
Project Management				TBD	
Construction				TBD	
Equipment				TBD	
Contingency				TBD	
<b>Totals</b>	<b>\$ 1,825,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>TBD</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# Town of Lexington - FY2023-27 Capital Improvement Project

**Project Name:** LHS Science Classroom Space Mining

**Date:** 10/19/2021

**Project ID:** DPF-23-3 **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:**

**Email:** mcronin@lexingtonma.gov

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## Description of Project:

Lexington High School enrollment is forecast to be 2,458 students, +/- 115, for September 2023. The Superintendent and the School Committee supported submitting a Statement of Interest to the Massachusetts School Building Authority (MSBA) in April 2019 for a major project to increase student capacity within the next couple of years. The School Department has also applied to the MSBA in 2020 and 2021 as well. However, even if the town is invited into the MSBA process, a new school project will not be completed in time for the current student population and the need for additional classroom space. This project is requesting design and construction dollars to modify existing interior spaces to satisfy possible science lab shortages in September 2023 (FY2024).

## Justification/Benefit:

The construction of prefabricated modular buildings in 2014 and 2015 increased capacity to 2,270 students and was expected to provide needed capacity for about five years. With a major project to add capacity at LHS uncertain at this time, an option to provide capacity with renovated interior spaces provides the most cost effective option. The school will continue to remain overcrowded in core areas, however, this work would increase the number of seats for science lab classes.

## Impact if Not Completed:

Science lab classrooms are capped at 20 students for safety reasons. If the additional science lab space is not provided, the school department would not be able to offer this curriculum to all students or they would have to increase the number of students in the lab increasing safety concerns.

## Timeframe:

Although additional science lab spaces were added in 2020, a second wave of students arriving for FY2024 will require additional lab space. Enrollment work will continue to support and confirm this need.

## Replacement Frequency:

Not applicable

## Basis for Cost Projections:

Estimates for this work are based on the same work that took place in 2020.

**Stakeholders:** Students, staff, and community.

## Operating Budget Impact:

No impact

**Funding Source:** Cash Capital, Bonding

## Prior Authorizations:

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2020/16D	LHS Science Classroom Space Mining	\$ 150,000	\$ 94,364	\$ —	\$ —	\$ 55,636
<b>Totals</b>		<b>\$ 150,000</b>	<b>\$ 94,364</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 55,636</b>

*\*Data current as of November 23, 2021.*



**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition					
Design/Engineer					
Project Management					
Construction		\$ 200,000			
Equipment					
Contingency					
<b>Totals</b>	<b>\$ —</b>	<b>\$ 200,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



# ***Town of Lexington - FY2023-27 Capital Improvement Project***

**Project Name:** High School Equipment Emergency Funds

**Date:** 10/19/21

**Project ID:** DPF-23-4 **Department:** Department of Public Facilities

**Revised:**

**Submitted by:** Michael Cronin

**Phone:** 781-254-8958

**Email:** mcronin@lexingtonma.gov

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## **Description of Project:**

The Lexington High School is a building with many needs, both in terms of the ability to house a high performing educational program and the physical facility itself. Because of current conditions, the Lexington School Committee has submitted a Statement of Interest to the MSBA for consideration of a new or refurbished high school. While waiting on that invitation, the facility continues to age and receives its typical level of maintenance. The infrastructure is not only aging, but also is failing. Because the ability to know which piece of equipment is going to fail next is impossible, we are requesting a fund of \$500,000 for use in an emergency situation only. This request would be available for expenditure until a new or refurbished facility is operational.

## **Justification/Benefit:**

It's not a question of if a major piece of equipment will fail in the coming months and years, but it's only a matter of time. We know the facility will need to house students and staff at least 5 more years and we will need a mechanism to quickly fund the repair of a failed piece of equipment.

**Impact if Not Completed:** Possible interruption to the school calendar and use of the facility.

**Timeframe:** The authorization for this request will remain in place until the new facility opens. If funds remain available, they will be rescinded at that time.

**Replacement Frequency:** N/A.

**Basis for Cost Projections:** Estimated guess.

**Stakeholders:** Students, staff, families.

**Operating Budget Impact:** The operating budget cannot support the cost of a major piece of equipment failure.

**Funding Source:** General Fund debt

**Prior Authorizations:** None.

## **Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition					
Design/Engineer					
Project Management					
Construction	\$ 500,000				
Equipment					
Contingency					
<b>Totals</b>	<b>\$ 500,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —

# Town of Lexington, Massachusetts



**Fiscal Year 2023**

**Department of Public Facilities  
CPA Project Submission**



## Department of Public Facilities

### FY2023-27 CPA Project Summary

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
DPF-CPA-1	Playground Enhancements - Pour-in-Place Surfaces	\$ 1,459,591	\$ —	\$ —	\$ —	\$ —	CPA
DPF-CPA-2	Center Recreation Complex Bathrooms & Maintenance Building Renovation	\$ 915,000	\$ —	\$ —	\$ —	\$ —	CPA
<b>Total Facilities CPA Projects</b>		\$ 2,374,591	\$ —	\$ —	\$ —	\$ —	



## ***Town of Lexington - FY2023-27 CPA Project***

**Project Name:** Playground Enhancements - Pour-in-Place Surfaces **Date:** 11/16/2021  
**Project ID:** DPF-CPA-1 **Department:** Department of Public Facilities **Revised:**  
**Submitted by:** Michael Cronin **Phone:** 781-254-8958 **Email:** mcronin@lexingtonma.gov

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### **Description of Project:**

Several Elementary Schools still have Engineered Wood Fiber (EWF) as the safety surfacing for fall protection. The product is not stable and is regularly washed out or kicked out by the students while using the various pieces of play equipment (most notable under swings or at the base of slides). When this occurs, the impact absorbent surfacing requirement of 12 inches is no longer being met and could cause serious injuries when a student falls in the compromised area. Pour In Place (PIP) safety surfacing is a rubber/urethane product and is the Town's standard in all new playground installations. There are a few benefits of this PIP surfacing, it drains extremely well, the safety surface is always at the required safety depth, and also aides in melting snow which allows the students to use the playgrounds during winter months.

In summer 2023, we propose to replace the surfacing at the remaining elementary schools: Bowman, Bridge, and Estabrook, and a completely new playground at Fiske Elementary. This would allow us to match the 15-year life cycle of surfacing and structures at all of the Elementary schools. The playgrounds can then be placed on a 15-year replacement schedule. To clarify the replacement cycles for all school playground moving forward, this assumes the projects requested proceed in 2022:

Estabrook	2033
LCP	2034* The equipment manufacturer went out of business; the structures may require replacement earlier based on availability of parts.
Hastings	2035
Bridge	2035
Bowman	2036
Harrington	2037
Fiske	2038

The costs of the PIP surfacing material is roughly \$29 per square foot installed. The original estimates from last year were lower because the actual square footage of the playground space was estimated. For this estimate, all areas were measured and calculated accordingly.

### **Justification/Benefit:**

Safety and usability of the equipment all year round is the benefit of this conversion to PIP.

### **Impact if Not Completed:**

We will continue to maintain the existing safety surfacing.

### **Timeframe:**

This project would be for summer 2022

### **Replacement Frequency:**

This product has a life of 15 years.

**Basis for Cost Projections:** Estimate based on previous installations.

**Stakeholders:** School department staff and students.

**Operating Budget Impact:**

If the existing materials are left in place, it will continue to require an annual supplement of mulch, regular time spent on raking the holes and general cleanup from the walk off by students. If the new material is installed, there is no cost for annual maintenance.

**Funding Source:** CPA

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Description</b>	<b>Authorized</b>	<b>Expended*</b>	<b>Encumbered*</b>	<b>Remaining*</b>	<b>Returned</b>
2019/10F	Playground Replacement Program - Bowman	\$ 302,000	\$ 297,067	\$ —	\$ —	\$ 4,934
2020/14J	Playground Replacement Program - Bridge	\$ 302,000	\$ 281,890	\$ —	\$ —	\$ 20,110
2021/10D	Playground Pour-in-Place Program - Harrington	\$ 150,000	\$ 150,000	\$ —	\$ —	\$ —
<b>Totals</b>		<b>\$ 754,000</b>	<b>\$ 728,957</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 25,044</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Site Acquisition	\$ —				
Design/Engineer	\$ —				
Project Management	\$ —				
Construction	\$ 1,197,252	\$ —			
Equipment	\$ 206,200	\$ —			
Contingency	\$ 56,139	\$ —			
<b>Totals</b>	<b>\$ 1,459,591</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ 1,459,591	\$ —	\$ —	\$ —	\$ —



## ***Town of Lexington - FY2023-27 CPA Project***

**Project Name:** Center Recreation Complex Bathrooms & Maintenance Building Renovation **Date:** 9/4/19

**Project ID:** DPF-CPA-2 **Department:** Department of Public Facilities **Revised:** 10/18/21

**Submitted by:** Melissa Battite/Mike Cronin **Phone:** (781) 698-4801 **Email:** mbattite@lexingtonma.gov

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### **Description of Project:**

The Recreation Committee is requesting \$915,000 in FY2023 for the construction phase of the renovation of the Center Recreation Complex bathrooms and DPW maintenance building, which is located on Park Drive. A minor renovation of the bathrooms was completed in 2011. Due to the extensive amount of use that the bathrooms receive and the poor condition that they are currently in, the building is in need of a complete renovation. This request was initially presented at the 2021 Annual Town Meeting and the article was indefinitely postponed.

Funding for the design and engineering costs was appropriated in FY2021. The design and engineering phase provided the Town with a detailed list of recommended upgrades and repairs needed, thus allowing the Town to plan and budget the upgrades and repairs in a responsible, effective manner. This request was initially presented at the 2021 Annual Town Meeting and the article was indefinitely postponed. A public meeting was held in July 2021 to gather additional feedback and input from residents and stakeholders. This information will be incorporated into the finalized design for the project.

Staff from Recreation & Community Programs, the Facilities Department, and DPW worked collaboratively with the architect during the design development. The three main areas that this renovation will focus on are increasing safety through a modified layout, installing gender-neutral restrooms, and existing storage needs and future storage considerations. The project will include repairs to the plumbing system and installation of all new fixtures (toilets and sinks), installation of new and improved lighting, and replacement of the existing roof as well as improvements to the existing maintenance portion of the building. A stand-alone Morton style building may also be installed to store equipment and supplies in, which will meet the various storage needs of the complex. Currently, DPW stores equipment and supplies in the building in order for staff to maintain the various athletic fields and facilities located at the Center Recreation Complex with the needed supplies and equipment on site. This section of the building is beyond its useful life and the renovation will significantly improve the current conditions, increase efficiencies and maximize the existing space.

### **Justification/Benefit:**

The Center Recreation Complex is one of the crown jewel resources within the Town's Park and Recreation system. The complex consists of two senior baseball fields, one softball field, one Little League field, a football stadium, one multi-purpose field, a track, the (10) Gallagher Tennis and Pickleball Courts, the Center Playground (ages 2-12 years old), a skate park, two basketball courts, a skate park, a Ga-Ga pit and the Irving H. Mabee Town Pool Complex. The complex is heavily used during the spring, summer, and fall. The complex is home too many Recreation and Community Programs Department-sponsored camps and clinics during the summer months and is permitted to multiple Lexington-based youth and adult sports organizations including Lexington United Soccer Club, Lexington Little League, Lexington Babe Ruth, United Cricket League, Blue Sox and Lexington-Bedford Hanscom Pop Warner Football. Each year, the athletic fields are permitted for over 13,000 hours of use, which represents more than 25% of the total hours permitted by the department and the tennis courts are permitted for approximately 4,500 hours of use (excluding school use). The pool is open approximately 13 weeks a year with thousands of visitors in addition to the parks users who utilize the open space and walking track during all hours dawn to dusk and beyond with athletic lighting access. It also serves as a home to the Lexington High School Athletic program including baseball, cross country, football, soccer, softball, tennis, and track teams, as well as the LPS physical education and Health and Wellness classes.

While facilities at the complex such as the Town Pool Complex and the Center Track and Field have received upgrades and improvements in recent years, the bathrooms have not received significant upgrades in many years and the conditions reflect that. In Spring 2019, considerable plumbing repairs were needed which resulted in the bathrooms being closed for 3-4 weeks. Given the extensive use that the complex receives, this creates major inconveniences. Additionally, the department has received complaints about the lack of exterior lighting at the building, how it presents a safety concern for users as well as the overall poor conditions of the facility. Between the current functionality (or lack thereof) of the bathrooms and the safety concerns that presently exist, it is our belief that this renovation needs to be completed now to ensure that the Center Recreation Complex continues to be accessible for all of the Lexington community.

**Impact if Not Completed:**

If immediate needs are not identified and addressed, the condition of the bathrooms at the Center Recreation Complex will continue to deteriorate, which could reduce the number of sports organizations, community members, and tennis players that use the complex, thus decreasing revenues.

**Timeframe:**

2022-2023

**Replacement Frequency:**

20 years

**Basis for Cost Projections:** Cost estimate provided in September 2021 based on similar projects.

**Stakeholders:** Recreation Committee, Residents, Lexington Public Schools, Youth and Adult Leagues, Recreation & Community Programs, DPW, Facilities Department, Non-Residents.

**Operating Budget Impact:** Maintenance and repairs to the bathrooms has become an annual occurrence which impacts the Recreation Enterprise operating budget which does not generate fees for this amenity.

**Funding Source:** CPA

**Prior Authorizations:**

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2020/16B	Center Recreation Complex Bathroom Design	\$ 100,000	\$ 26,959	\$ 56,811	\$ 16,230	\$ —
<b>Totals</b>		<b>\$ 100,000</b>	<b>\$ 26,959</b>	<b>\$ 56,811</b>	<b>\$ 16,230</b>	<b>\$ —</b>

*\*Data current as of November 23, 2021.*

**Funding Request:**

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer					
Project Management	\$ 20,000				
Construction	\$ 835,000				
Equipment					
Contingency	\$ 60,000				
<b>Totals</b>	<b>\$ 915,000</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
CPA Amount	\$ 915,000	\$ —	\$ —	\$ —	\$ —